



HARNEY COUNTY

911/TELECOMMUNICATION SPECIALIST JOB OPENING

Represented BY AFSCME

Days / Hours: Must be willing and able to work flexible shifts with day's, nights, weekends, holidays and potential rotating shifts.

Salary/Benefits: Entry level Dispatch \$2767.00/month
Full Time includes County benefit package

Job Class: POLICE, FIRE, AND AMBULANCE DISPATCHERS

Job Duties:

JOB SUMMARY: The 911/telecommunication specialist performs communications, records maintenance and various other duties in the communications center and/or sheriff's office. Selected applicants will be required to pass a testing process. applicants who pass the test will be placed in hiring pool for further evaluation/interviews.

ESSENTIAL FUNCTIONS: Operate telephone and radio equipment in order to receive and analyze incoming requests for service pertaining to law enforcement, fire suppression and emergency medical services or other public services. Provide emergency medical dispatch and pre-arrival instructions and relay information to responding units. Maintain log for calls of service on computer automated dispatch. Provide continuing communications and necessary support to responding units. Provide assistance as needed to corrections for the intake of inmates. Perform a variety administrative support activity within the facility, e.g. telephone, files, computer entry, etc. perform any other related work as required by the communications lead or Sheriff.

Mandatory Requirements

- Must be at least 18 years of age.
- Requires a high school diploma or GED equivalency.
- Must be able to obtain a basic telecommunication and emergency medical dispatch certification through Oregon Department of Public Safety Standards and Training (DPSST) within one year.
- Must be able to obtaining a CPR and first aid certificate within one year.
- Must not have any felony or serious misdemeanor criminal history record.
- Must be able to pass a background check.

Preferred, but not required:

KNOWLEDGE/SKILLS/ABILITIES:

- Must be able to effectively multi-task and split-ear hear.
- Possesses or has ability to obtain knowledge of techniques, procedures and methods commonly used in the operation of dispatch center, including the dispatching process with two-way radios, computer terminal and multi-line telephone equipment.
- Ability to learn and retain the terminology and procedures used by police, fire, emergency medical, as well as the geography and address system of Harney County.
- Ability to read maps and interpret location maps.
- Ability to type 40 wpm.
- Function effectively and with a high degree of accuracy in stressful situations, while maintaining professional courtesy.
- Make prompt and appropriate decisions based on available information. Relay information in an accurate and timely manner to reflect situational detail.

Physical Abilities: Work is performed in an office environment which may require color identification, hearing voice conversation, keyboarding, lifting up to 50 pounds, sitting and walking. Must maintain DPSST minimum physical requirements. Must have full use of both upper extremities. Must pass a medical exam prior to attending DPSST.

Application Closing Date and Time: *March 25, 2020 at 5 pm. **Application Closing Date and Time:** *Obtain an employment application and complete job description from Human Resources, 450 N Buena Vista Burns, OR 97720; by phone at 541-573-8373; or by email at deanna.atwell@co.harney.or.us

Harney County is an AA/EEOE.