

DODGE COUNTY JOB POSTING: **911 Dispatcher – Full-time**

We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.



**POSITION TITLE:** 911 Dispatcher – Full-time

**DATE OF CLOSING:** January 24, 2020 at 4:00 p.m

**ACCOUNTABLE TO:** Sheriff

**HOURS:** Varies - may be required to work rotating shifts, nights, weekends and holidays

**JOB PURPOSE:** 911 Dispatchers are responsible for the day-to-day operation of the public safety answering point.

**WAGE RANGE:** \$19.73 - \$25.76 per hour

**JOB REQUIREMENTS:** Operate all equipment in the Communication Center including computerized links to State and National records, Radio Console, Fire and Ambulance Pager Encoding System, Alarm Panel, Civil Defense System, TDD telephone equipment, and other mechanical, electronic or computerized equipment necessary. Respond to requests for assistance; make decisions regarding response, relay information, etc. Monitor and locate emergency service units, control access to data, maintain computer records, receive visitors and non-emergency phone calls, other duties as necessary. Ability to hear & speak clearly to communicate with people under stress in emergency situations. Ability to remain calm and exercise unusually good judgment in evaluating situations and making decisions.

**MINIMUM QUALIFICATIONS :** High School Diploma or equivalent (G.E.D.) Must obtain certification with the State of Minnesota for CJIS/NCIC. Ability to sufficiently perform the essential duties of the “911” emergency public safety answering point. Criminal Background check will be required.

**ESSENTIAL FUNCTIONS:** May require stooping, crouching, reaching and standing, with longer periods of sitting, writing, typing, talking, hearing, seeing, filing, manual dexterity and other repetitive motions. Ability to handle multiple calls and radio communications at the same time.

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**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:  
DODGE COUNTY EMPLOYEE RELATIONS OFFICE (507) 635-6239**

[www.co.dodge.mn.us](http://www.co.dodge.mn.us)

**\*POSTION MUST BE APPROVED BY THE DODGE COUNTY BOARD BEFORE FILLING\***