



Ashe County Sheriff's Office

POSITION: Part-Time Telecommunicator

The Ashe County Sheriff's Office is advertising the position of Part-Time Telecommunicator. This position is currently assigned to the Communications division of the Sheriff's Office.

DUTIES

- Uses CAD (computer-aided dispatch system) logging all incidents, receive emergency calls from the public requesting police, fire, medical or other emergency services. Determine the nature and location of the emergency; determine priorities, and dispatch police, fire, ambulance or other emergency units as necessary and in accordance with established procedures.
- Receive and process 911 emergency calls, maintain contact with all units on assignment, maintain status and location of police and fire units.
- Monitor direct emergency alarms, answer non-emergency calls for assistance.
- Enter, update and retrieve information from a variety of computer systems.
- Receive requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data.
- Monitor several complex public safety radio frequencies. Operate a variety of communications equipment, including radio consoles, telephones and computer systems.
- Handles the day to day operation of receiving and dispatching emergency calls and is properly trained and approved in the operations of the communication center. This position reports to their assigned Sgt. Shift Supervisor.



SALARY RANGE:

Starting Pay - \$10.25 per hour

Certified Pay - \$11.75 per hour

REQUIRED TRAINING

- Telecommunicator Certification (within 1 year)
- DCI modules 1-6 (within 1 yr.)
- EMD, EFD and EPD (within 1 yr.)

PREFERRED QUALIFICATIONS

- 1 or more years of experience in communications or related field.
- Radio operation experience.
- Multi line telephone operation experience.

MINIMUM QUALIFICATIONS

- Able to complete a typing test.
- High School Diploma or GED.
- Must 18 years or older to apply.

DEADLINE:

Candidates must submit an application and resume to NC Works Career Center,
626 Ashe Central School Road, Jefferson, NC 28640.