

The Taney County Sheriff's Office is now accepting applications for the following job. Resume's may be mailed to P.O. Box 1005, Forsyth, MO 65653, or dropped off at the Sheriff's Office.



Taney County Sheriff's Office
266 Main St
Forsyth, MO 65653

POSITION: Dispatcher

SUMMARY: Career-oriented individuals are sought to answer 911 emergency calls and dispatch emergency personnel. Extensive training provided.

PRIMARY RESPONSIBILITIES:

- Answer 911 calls from public and determine nature of emergency and jurisdiction, handle accordingly
- Dispatch for 6 volunteer fire departments and 4 law enforcement agencies
- Use CAD for dispatch and records system
- Answer incoming calls to Sheriff's Office on non-emergency line, and handle appropriately
- Monitor medical calls and send appropriate first responders if criteria is met
- Enter warrants, answer warrant Hits, set up warrants for extradition, pull warrants for courts
- Communicate with other agencies regarding fire or law enforcement situations that arise

CRITERIA/SKILLS REQUIREMENTS:

- High school diploma or G.E.D. equivalent
- Excellent phone skills
- Able to multi-task
- Good typing (35 WPM) and computer skills
- Able to pass drug/alcohol test
- Able to pass background investigation and criminal history check
- MULES experience is a plus but not necessary
- Dispatcher or related work preferred but not required

You may pick up an Application for Employment at the Sheriff's Office (resumes will not be considered without an Application for Employment).

For an interview please contact Treena and/or Erin at 417-546-7250.

Taney County is an EOE and Substance free employer