

# JOB POSTING

**Department: Sheriff's Office/Dispatch**

**TITLE: Dispatcher**

The Sheriff's Department is seeking the right person to serve as dispatcher. If you are that person, please contact the Human Resources Department at 417-546-7285.

## **SUMMARY OF JOB:**

This position is a full time position. The right candidate would be responsible for answering administration lines, answer questions, conference deputies with callers, looking up numbers for deputies, answering non-emergency calls for service, referring calls to other departments if needed. Other duties may be assigned as needed.

## **REQUIREMENTS:**

The individual must be able to work any shifts including nights, weekends and holidays.

## **OTHER SKILLS AND ABILITIES:**

The right candidate must have the ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form. Individual must demonstrate the ability to work with others in the department as well as employees in other departments

## **Send Resumes and contact information to:**

**Taney County Human Resources, PO Box 703, Forsyth, MO 65653 or Fax 417-546-8900**

**Applications may be obtained through the Human Resources Department or printed off of the County website under the Human Resources Department as well as the Sheriff's Department website.**

**Taney County is a Substance Free, Equal Opportunity Employer (EOE). Contact Human Resources at 417-546-7285 for information.**