

# **JOB POSTING**

## **TITLE: Dispatcher**

This position will remain posted until Friday, August 21, 2015.

**JOB SUMMARY:** Answer administration lines; answer questions, conference deputies with callers, lookup numbers for deputies, non-emergency calls for service, referring calls to other departments if needed.

**ESSENTIAL DUTIES:** Research previous cases at deputy's request. Run criminal histories at deputy's request. Answer Probation and Parole Hits on subject ran in MULES.

Register complaints from public and or deputies, forwarding to supervisor.

Answer 911 calls. Monitor 911 medical calls to see if they meet criteria to require first responders. Respond as needed. Answers Radio Traffic, responding and documenting accordingly.

Answer administration lines; answering questions and conferencing deputies with callers. Refer non-emergency calls to other agencies. Look up previous calls for service at deputies request.

Run MULES inquiry for Airport Security upon request. Run MULES for traffic stops and for other calls for service. Perform numerous clerical duties that meet the criteria to be entered into MULES, including guns, stock bonds, farm equipment, debit/credit cards, stolen vehicles, runaways or missing people. Build CAD calls for service. Document all radio traffic and calls for service through CAD.

Perform test fire pages each evening for all six (6) fire departments. Contact Fire Marshall and/or Red Cross at Fire Department's request. Responsible for taking, documenting, and building CAD calls for all Rockaway Beach, Merriam Woods and Forsyth Police Department.

**REQUIREMENTS:** High School Diploma or GED required. Experience as a Corrections Officer preferred.

**SALARY:** \$12.03 per hour

**STATUS:** Full time, 40 hours per week

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at [www.taneycountv.org](http://www.taneycountv.org).**