



**JOB POSTING
DISPATCHER
SHERIFF'S DEPARTMENT**

Applications will be accepted through January 19, 2018. Candidates must be available to work any shift day or night, including holidays.

JOB SUMMARY:

Answer administration lines; answer questions, conference deputies with callers, look up numbers for deputies, non-emergency calls for service, referring calls to other departments if needed.

ESSENTIAL DUTIES:

Attendance is key to performing the job. Duties include, but are not limited to, the following:

- Look up previous cases and run criminal histories, at deputy's request.
- Answer Probation and Parole hits on subject ran in MULES.
- Register 911 calls. Monitor 911 medical calls to see if they meet criteria to require first responders.
- Answer radio traffic, responding and documenting accordingly.
- Run MULES inquiry when requested.
- 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 Departments.
- Work the floor for dispatch when needed
- 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.

REQUIREMENTS:

High School Diploma or GED required. Previous dispatch experience preferred.

Ability to deal with problems involving several concrete variables in standardized situations

Self-starter with the capacity to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form.

STARTING PAY: \$12.51

STATUS: Full time

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.taneycounty.org.

Posted: _____ Initials: _____