

Buchanan County

**POSTING DATE: February 27, 2020**

**Part-time Dispatcher**

**DEPARTMENT:** Sheriff

**DUTIES:** Duties involve operating a variety of communication equipment in the dissemination of information to law enforcement/emergency medical and fire personnel.

**QUALIFICATIONS:** High school diploma or GED or an equivalent combination of one year of education, training, and/or work-related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of the position. Must be able to work any hours 24/7. Required to pass a fingerprint search conducted of local, state, and national files.

**STATUS:** Part-Time (variable hours) – Non-Exempt - At will position.

**Hourly Wage:** Between \$14.48-\$18.08 Based on Experience

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**Applications and complete job description can be obtained at the Buchanan County Sheriff's Office or downloaded off the County's website at [www.buchanancountyiowa.org](http://www.buchanancountyiowa.org). Original completed application and signed job description will be accepted at the Sheriff's Office through Friday March 20, 2020 until 4:00 pm or until an eligible candidate is located.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act.

# BUCHANAN COUNTY

**Position:** Part-Time Dispatcher

**Supervises:** None

**Department:** Sheriff

**Gives work direction to:** None

**FLSA Status:** Non-Exempt

**Reports to:** Lead Dispatcher, Sheriff or Captain

**Revision Date:** February, 2020

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## **POSITION SUMMARY**

At will position approved by the Board of Supervisors, appointed by the Sheriff, and reporting to the Lead Dispatcher. The Part-time dispatcher duties involve operating a variety of communication equipment in the dissemination of information to law enforcement/emergency medical & fire personnel; duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress; performs related work as required.

## **ESSENTIAL JOB DUTIES**

- Operates communication equipment, PBX system, radio, and telephone console to receive and dispatch emergency information and/or emergency medical personnel.
- Operates telephone systems, radios, intercom, alarm systems, closed circuit TV systems, computer terminals and paging system.
- Records details of calls, dispatches, and messages.
- Liaison between State and Local law enforcement agencies.
- While performing the duties of this job, the employee will be frequently required to sit for an extended period of time, frequently turning/twisting body, and bending; and required to use hand to finger manual dexterity; handle or feel objects, tools or controls reach with hands and extend arms; talk and hear. Specific vision abilities required by the job which permits the employee to monitor activity on six (6) computer screens include: close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- Must pass a fingerprint search conducted of local, state, and national files, and have not been convicted of a felony or a crime involving moral turpitude. Must comply with all state rules and regulations involving IOWA/NCIC.

## **INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the Sheriff, Captain, or Lead Dispatcher.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to think and respond promptly during tense and stressful situations.
- Ability to read, write and relay clear, concise, and accurate information, to effectively express ideas orally and in writing. Ability to read, write in English, and the ability to hear effectively.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to receive and follow directions with proficiency and accuracy.
- Ability to develop and maintain effective working relationships with employees, the public and other agencies as necessitated by work requirements. To interact with a wide variety of diverse individuals.
- Knowledge of modern law enforcement office practices and procedures, techniques and methods.

**ENTRY REQUIREMENTS (Minimum)**

**Education/Training:** High school diploma or GED; Must be 18 years of age or older. In addition, the following selection requirements apply:

- Satisfactory completion of a background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude;
- Successful completion of a urinalysis test for drugs
- Successfully complete a medical examination to certify ability to physically perform the essential functions of an entry level Dispatcher.

OR,

An equivalent combination of one year of education, training and/or workrelated experiences that provides the knowledge, skills, and abilities necessary to perform the essential job duties of the position. Must be able to type with accuracy and proficiency. Basic knowledge of Windows based computer software, CRT, and Teletype systems.

**Required licenses, registrations, and certifications:** Possession of a valid State of Iowa Driver's license. Must complete and pass the Control Terminal Agency training mandated by the National Crime Information Center (NCIC) within six (6) months of employment.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** Be a U.S. Citizen and a resident of Iowa or intend to become a resident upon being employed.

**Other testing required:** None

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to sit for long periods of time, frequently turning body, bending, and twisting; is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must frequently lift and/or move up to ten (10) pounds.
- Specific vision abilities required for the job which permits the employee to monitor activity of six (6) computer screens; include close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the work environment is performed indoors. The noise level in the work environment is usually moderate to high.

**HOURS OF WORK**

Generally; scheduled for a minimum of 24 hours per week, and must maintain less than 30 hours. Workweek consists of Saturday through Friday. May be required to work additional hours or to change hours with minimal notice. May be required to work rotating or split shifts. Required to be available for duty 24 hours a day, including weekends and holidays.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The County reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Head signature

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Employee Signature

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Date

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Date