

Morgan County Sheriff's Office

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PUBLIC SAFETY TELECOMMUNICATOR (Full-Time)

JOB SUMMARY: The Morgan County Sheriff's Office is currently accepting applications to establish a hiring list for Public Safety Telecommunicator. The Public Safety Telecommunicator answers 9-1-1 calls and administrative calls taking appropriate action consistent with established guidelines and procedure.

Job duties include but are not limited to:

- Listen and accurately obtain pertinent information from callers or field personnel in various situations.
- Dispatch appropriate response personnel.
- Remember and recall information from callers and field units.
- Communicate clearly and concisely, both orally and in writing.
- Communicate effectively with both external and internal members of the public.
- Remain calm and exercise good judgement in stressful situations which may extend for a considerable amount of time.
- Utilize multi-talk group radio system effectively and per policy.
- Enter data, read, and interpret computer system responses, maps, and color codes on various workstation monitors and computer systems.
- Prioritize and perform multiple tasks simultaneously.
- Analyze available information, and make reasonable decisions in the absence of clear-cut guidelines.
- Provide medical pre-arrival instructions to callers.

SALARY INFORMATION: \$20.86 hourly. Wages negotiated with Union (OPBA).

HOURS: Communications is a 24/7 operation. 8-hour shifts, 5 consecutive days, 2 days off. Work hours and days will vary.

FULL-TIME BENEFITS PACKAGE INCLUDES: Medical Insurance, Dental and Vision Insurance available, Life insurance with accidental death and dismemberment, Ohio Public Employees Retirement System; Deferred Compensation Retirement Plans; Paid vacation and sick leave; Paid Holidays; Uniforms provided; Longevity Pay; Training Provided; Annual increases.

ADDITIONAL REQUIREMENTS: Must be a United States citizen. Must reside in Morgan County, Ohio, or a contiguous county and will have one (1) year from their first day of full-time employment to establish their residency. Must possess a valid driver's license issued by their state of residence. Must not have been convicted of a felony. Must not have been convicted of a misdemeanor involving moral character. Must not have been dishonorably discharged from any of the Armed Forces of the United States of America.

Candidates must submit an application for consideration. Applications can be found at bit.ly/4k9WCyN. Applications must be returned to Morgan County Sheriff, 37 E. Main St., McConnelsville, OH 43756. Applicants selected will take the National Dispatcher Selection Test and a typing test.