



Dispatchers (Part-time)

Grant County Sheriff's Office is recruiting for part-time Dispatchers. These positions perform a variety of duties connected with the operation of Sheriff's Department Communications Center and the County Jail.

Minimum Qualifications

Education:

1. Graduation from high school or high school equivalency diploma
2. Technical training in telecommunications / radio preferred
3. Possession of an associate degree in police science desirable

Experience:

1. Experience in law enforcement radio or telephone communications dispatching preferred
2. Ability to type 35 words per minute desirable

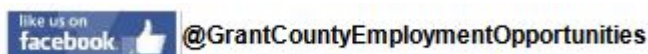
Note:

1. All appointees must successfully complete the Transaction Information Management Enforcement (T.I.M.E.) systems training during the probationary period
2. Equivalent combinations of job related education and experience may be considered
3. Must be able to work any shift, weekends or holidays
4. All applicants are subject to background checks

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required and must be submitted to the following address.**

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.



GRANT COUNTY JOB DESCRIPTION

TITLE: Dispatcher

DEPARTMENT/ AGENCY: Sheriff Department

IMMEDIATE SUPERVISOR: Communications Supervisor

PAY GRADE: LTE

FLSA: Non-exempt

NATURE OF WORK

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Knowledge, Skills and Abilities:

1. Knowledge of the boundaries of Grant County
2. Knowledge of Grant County roads and highways as well as general knowledge of adjacent counties and states.
3. Knowledge of Microsoft office products
4. Ability to receive and transmit calls accurately
5. Ability to operate a radio network and phone director
6. Ability to handle emergency and administrative calls quickly and efficiently
7. Ability to work under pressure, remain calm and collected, and to think quickly during stressful situations
8. Typing ability
9. Ability to identify appropriate number and type of equipment or apparatus to dispatch
10. Ability to ask questions to interpret, analyze and anticipate the caller's situation to appropriately dispatch emergency services, or direct caller to other agencies
11. Ability to determine and assign the level of priority of the call
12. Ability to do mathematical computations
13. Ability to learn abstract codes needed to query computers via terminals
14. Ability to listen and communicate effectively through clear speech and hearing
15. Ability to work in a confined area for an extended period of time
16. Ability to spell and write legibly
17. Ability to develop and maintain cooperative and professional relationships with fellow employees, representatives from other departments, and supervisors

ESSENTIAL FUNCTIONS

Under direction

1. Receive and transmit orders and information to law enforcement, security, emergency, ambulance, health care, firefighting, highway maintenance and/or other organizations
2. Establish and maintain radio communications between department staff and emergency field units
3. Maintain records and prepare reports, and may receipt and record fines and bail money
4. Complete vehicle registrations and issue temporary license plates
5. May assist in notifying staff to fill open shifts
6. Emergency contact for town services after hours to initiate proper notifications
7. Set up transportation for mental commitments, inmates, suspects, detainees, and other prisoner transports
8. Process complaints, reports of accidents or violations and refer to proper authorities
9. Receive state and federal civil defense calls and relay information to appropriate municipality
10. Perform daily testing of communications and other electronic monitoring equipment
11. Operate the Transaction Information Management Enforcement (T.I.M.E.) system
12. Respond to emergency situations in the law enforcement center
13. Check in jail inmate visitors, clergy, probation and parole, legal counsel and accept items dropped off for inmates
14. Perform such other duties as may be assigned
15. AVAILABILITY TO WORK ANY SHIFT, WEEKENDS OR HOLIDAYS IS REQUIRED

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Works in general office setting; requires extended periods of time entering and retrieving information on a computer; dexterity in moving, picking up objects and operating office equipment is required

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018