



# Dispatcher

Grant County Sheriff's Office is recruiting for a **part-time dispatcher**. This position performs 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's 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. 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](http://www.co.grant.wi.gov) or by contacting Grant County Human Resources at (608)723-2540. Letter of interest, resume, and Grant County Application are required. Applications will be accepted at:

### Grant County Human Resources

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.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Dispatcher

**DEPARTMENT/ AGENCY:** Sheriff Department

**IMMEDIATE SUPERVISOR:** Communications Supervisor

**PAY GRADE:** G

**FLSA:** Non-exempt

### **NATURE OF WORK**

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### **MINIMUM QUALIFICATIONS**

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#### Experience:

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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. Ability to provide effective, credible testimony in a court of law
9. Typing ability
10. Ability to identify appropriate number and type of equipment or apparatus to dispatch
11. Ability to ask questions to interpret, analyze and anticipate the caller's situation to appropriately dispatch emergency services, or direct caller to other agencies
12. Ability to determine and assign the level of priority of the call
13. Ability to do mathematical computations
14. Ability to learn abstract codes needed to query computers via terminals
15. Ability to listen and communicate effectively through clear speech and hearing
16. Ability to work in a confined area for an extended period of time

17. Ability to spell and write legibly
18. 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. Capacity to provide effective, credible testimony in a court of law
6. May assist in notifying staff to fill open shifts
7. Emergency contact for town services after hours to initiate proper notifications
8. Set up transportation for mental commitments, inmates, suspects, detainees, and other prisoner transports
9. Process complaints, reports of accidents or violations and refer to proper authorities
10. Receive state and federal civil defense calls and relay information to appropriate municipality
11. Perform daily testing of communications and other electronic monitoring equipment
12. Operate the Transaction Information Management Enforcement (T.I.M.E.) system
13. Respond to emergency situations in the law enforcement center
14. Check in jail inmate visitors, clergy, probation and parole, legal counsel and accept items dropped off for inmates
15. Perform such other duties as may be assigned
16. 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 02/21/2022

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 I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
 Employee

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 Date