

BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036 www.co.warren.oh.us

Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET MULTIPLE POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: EMERGENCY

COMMUNICATIONS OPERATOR

DEPARTMENT: EMERGENCY SERVICES

PROBATIONARY RATE: \$19.41 /HOUR (1 YEAR)

**CONSIDERATION FOR LATERAL COMPENSATION WILL BE GIVEN FOR PRIOR EMERGENCY DISPATCHING

EXPERIENCE

SCHEDULED HOURS: 40 HOURS PER WEEK/12 HOUR SHIFTS

(NON-STANDARD WORK WEEK -

NIGHT SHIFT)

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

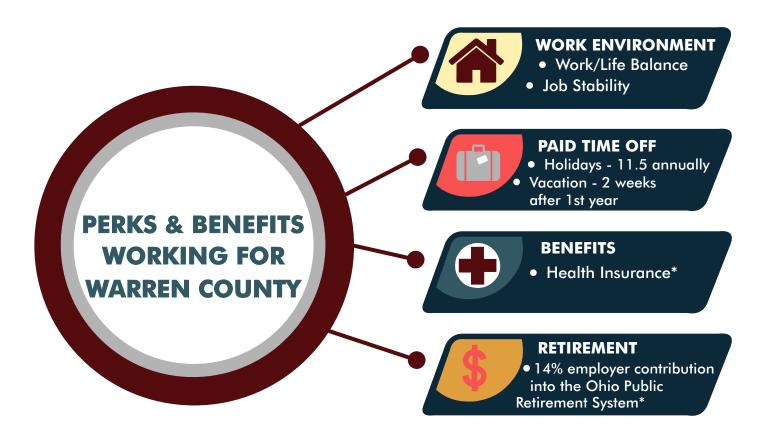
<u>POSTING PERIOD:</u> THIS NOTICE IS A CONTINUANCE POSTING AND WILL

REMAIN POSTED UNTIL ALL POSITIONS ARE FILLED

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

YOU WILL HIT THE BULLSEYE WORKING FOR WARREN COUNTY



Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from \$270 to even \$0 (5x cheaper than the private sector); \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.

QUESTIONS CALL: SUE SPENCER 513.695.1747

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WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

Position Title: Emergency Incumbent:

Communication's Operator

Class Title:

Department: Emergency Services FLSA Status: Non-exempt Reports To: Communications Civil Service Status: Classified

Supervisor

Pay Rate: Established by Work Rules Employment Status: Full-time Probation: 1 Year Lunch: Paid

Work Hours: Rotate on an annual basis

due to bid process/40 hour weeks

JOB RESPONSIBILITIES

Under general supervision, operates radio, telecommunications and computer equipment; processes telephone and/or radio calls/complaints and dispatches appropriate emergency service agency; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education is mandatory or its equivalent; possesses geographical knowledge of the County, coursework and/or work experience as a Police/Fire/EMS dispatcher, or training and work experience which evidences a basic knowledge of emergency dispatching, geography of the county and a demonstrable ability to speak clearly and effectively; and/or equivalent combinations of training and/or work experience is mandatory; an example of an acceptable qualification for this position is: work experience which indicates a knowledge of emergency dispatching, a knowledge of regulatory requirements, communications and a demonstrable ability to perform the duties of a communications dispatcher. Emergency medical dispatch and emergency fire dispatch) training preferred, otherwise will be provided at the earliest opportunity.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- 1. LEADS Certification (acquired during probationary period).
- 2. Emergency Medical Dispatch Certification (acquired during probationary period).
- 3. Emergency Fire Dispatch Certification (acquired during probationary period).
- 4. 40 hour Emergency Telecommunicator Training Course (acquired during probation).

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

ESSENTIAL FUNCTIONS:

- 1. Receives and transmits radio communications (e.g., dispatches police, fire and EMS to geographic location of complaint; dispatches proper number of units and equipment; coordinates back-up support with other jurisdictions, etc.).
- 2. Receives emergency and non-emergency requests from the public and service agencies while obtaining and documenting pertinent information.
- 3. Maintains confidential information and records.
- 4. Operates equipment (e.g., computer terminal, telephones, radios, etc.).
- 5. Receives and verifies vehicle license and registration information.
- 6. Analyzes, enters, clears, queries, or cancels entries in local, L.E.A.D.S. and N.C.I.C. computer systems.
- 7. Receives and disseminates information to other agencies.
- 8. Demonstrates a regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. May serve as ECO-in-charge as required.
- 2. May provide training for other communication employees.
- 3. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: agency policies and procedures; FCC rules and regulations; geography of Warren County.

Ability to: communicate effectively; exercise sound judgement and demonstrate calm handling of clerical and/or stressful situations; develop and maintain working relationships with associates, law enforcement agencies and the general public; collect, analyze and interpret data; prepare and maintain accurate documentation; operate computer terminal for extended periods of time.

Skill in: operation of multi-band base radio; Computer Aided Dispatch system, telephony while multi-tasking with all.

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

Mu signature halou significa that I have reviewed the contents of my position description on
My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. This position is considered essential. understand that I may be required to work additional hours before and after my shift or called it on my days off to meet the needs of the department and County. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.
(Employee's Signature) (Date)
Date Adopted:
Date Revised: posdes.15

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