



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: \$19.03 /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

POSTING PERIOD: 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

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 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)

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QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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ESSENTIAL FUNCTIONS:

1. Receives and transmits radio communications (e.g., dispatches police, fire and life squads 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 service agencies and public and obtains pertinent information.
3. Maintains confidential information and records on various forms and logs for computer entries and cancellations.
4. Operates equipment (e.g., computer terminal, telephones, radios, etc.).
5. Receives and verifies vehicle license and registration information.
6. 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. Analyzes LEADS data to ascertain pertinent information.
9. 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, other 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**

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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. I understand that I may be required to work additional hours before and after my shift or called in 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**