

## **911 Dispatch/Jailer Position**

Clarke county is looking to fill a dispatch/jailer position. The successful candidate must have the following:

### **Responsibilities**

- Receive emergency and non-emergency calls and record significant information
- Prioritize calls according to urgency and importance
- Use radio, phone or computer to send law enforcement, fire, ambulance or other responding units to appropriate locations
- Data entry of information to statewide/national system

### **Skills Required**

- Proven experience as dispatcher or relevant position preferred, but will train the right candidate
- Proficient in English (oral and written)
- Bi-lingual a plus but not required
- Ability to identify navigational directions (East/West/North/South)
- Knowledge of the geography of the City, County and State
- multitasking abilities
- Detail oriented
- self-motivated
- Active listener with excellent communication skills with clear speaking voice
- Sound judgement and critical thinking
- Ability to attend & successfully complete required 40-hour telecommunicator school. Hosted by the Iowa Law Enforcement Academy
- Must have or be able to attain IOWA/NCIC certification
- Knowledge of, or ability to train in the use of the police radio, teletype & computer programs
- Proficient typing skills & basic knowledge of or ability to learn 10-code, military time & phonetic alphabet
- Possess calm, relaxed demeanor and non-combative attitude
- Experience with working with the general public
- Mentally and physically able to handle stress of position
- Reliable transportation to get to and from work with a good work attendance record

Successful applicant will be expected to work weekends & holidays

\*Shift differential\* for overnight and swing shifts

A successful candidate must also pass a thorough background check and be a person of high moral character.

All trainings and certifications will be paid for by the county. You will also be paid to attend these trainings.

Benefits and compensation include:

IPERS match

Blue Cross and Blue Shield health insurance.

Starting pay \$21.24, \$22.20 after 6 months, \$23.16 @ a year, \$23.30 @ 3 years, \$23.52 @ 5 years.

Union negotiated wages will likely go up before 3-5 years.