

Job Opening: Telecommunicator Part-Time

At least 18 yrs of age

Must have a High School Diploma

Typing and computer skills are necessary

Salary: Part Time (\$18.02/hr)

Essential Duties and Tasks

- Receives routine and emergency telephone calls and personal requests for assistance concerning crimes, fires, rescue needs or general information, identifies the locations of callers to choose and dispatch the proper law enforcement, fire, or rescue department or unit.
- Receives routine calls for the Sheriff's Department.
- Operates a variety of electronic equipment to maintain contact with Sheriff and Police personnel, multiple fire units and emergency rescue personnel, emergency medical service, and other law enforcement units.
- Interviews callers to determine nature of concern and provides information about the situation as it develops and/or background information from the DCI.
- Operates terminal connected with the DCI to obtain driver's history, vehicle registration data and criminal record information; checks warrants; runs vehicle inquiries and driver license history checks for law enforcement agencies.
- Maintains communications logs and reports including the nature of calls, actions taken and the times involved.
- Monitors activities of law enforcement officers on patrol, fire and rescue, and makes radio contact to ensure safety; takes and transmits personal and departmental messages.
- Documents and record all calls.
- Works in the communications center to receive calls during weather and other emergencies such as hurricanes, ice and snow.

Additional Job Duties

Performs other related duties as required

Special Requirement

- Possession of or ability to obtain certification by the State of North Carolina as a DCI Operator within 3 months.
- Possession of or ability to obtain Basic Telecommunicator Certification within 1 year.
- Possession of or ability to obtain International Association of Emergency Dispatch – Emergency Medical Dispatch certification within 1 year.
- Possession of or ability to obtain International Association of Emergency Dispatch – Emergency Fire Dispatch certification within 1 year.
- Possession of or ability to obtain CPR certification within 1 year.
- Ability to work 12-hour shifts, rotating shifts, nights, weekends, and holidays.

Must be able to be certified through the NC Dept. of Justice. Must be able to work 12 hr. rotating shifts. Must be able to pass a background check and Drug screening.

Please mail Greene County application and transcripts to the attention of Greene County HR 229 Kingold Blvd; Suite D, Snow Hill, NC 28580. Application may be e-mailed to Human.Resources@greencountync.gov.