

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION**

Position Title: Dispatcher	Department: 911 Center	Division/Section:
Classification: Hourly – Full Time	Salary: \$16.31 per hour	Supervisor: Tanya Sherman
Supervision Exercised: None	Posting Date: 11/28/2018	Deadline Date to Apply: 12/21/2018
Position Summary: This position must provide dispatch service for Law Enforcement, Fire and EMS agencies as well as maintain required documentation.		

Essential Duties and Responsibilities:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operation of two-way radio equipment including use / monitoring of five different frequencies.
- Operation of four computers: T.I.M.E system; Zuercher Computer Aided Dispatch County and Tribal; and the radio console.
- Operation of 911 telephone system (Moducom), fax machine, paging system and monitors.
- Answer all emergency and non-emergency calls in a timely fashion and dispatch to proper department.
- Entry of all complaints and logging of traffic in respective computer or log.
- Entry, removal and updates of all warrants in the T.I.M.E. system, County and Tribal CAD, and verification and maintenance of other records as required.
- Perform other duties as assigned.
- Be punctual for assigned shifts.

Education/Certification/Licensure:

- High School Diploma required.
- Valid Wisconsin driver's license required.
- Preferred TIME System certification or been certified within the last 5 years.

Experience

- Five years of experience as a 911 Dispatcher is preferred.

Knowledge/Skills/Abilities Required:

- Must have the ability to utilize multiple frequencies on a 2-way radio system.
- Must have the ability to pass training on techniques, methods and practices used in public safety communications and call taking.
- Must have basic knowledge of techniques, methods and practices commonly used in business offices, such as typing, filing, etc.
- Must have the ability to maintain confidentiality of sensitive materials, records and conversations.
- Must be able to handle stressful situations well, and be able to multi-task.
- Must speak clearly, and have adequate verbal skills to facilitate communication with others.

Physical Requirements:

- Must be able to work in a sedentary environment, with long periods of computer use.
- Must be able to work shifts during all time periods and on weekends.

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Special Requirements:

- To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The individual must be able to work well with others, and interact with co-workers in a spirit of compromise.
- The individual must be able to successfully pass a criminal background check and pass a pre-employment drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview. This position description should not be interpreted as all-inclusive or exclusive. It is intended to identify the major responsibilities and requirements of this job. The successful applicant may be required to perform job-related responsibilities and tasks other than those stated in this description.

APPLICATION PROCESS: A complete application includes ALL of the following:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Copy of valid Driver's license.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse

Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.