MENOMINEE COUNTY/TOWN OF MENOMINEE

POSITION DESCRIPTION

Position Title:	**Department:**	**Division/Section:**
Dispatcher	911 Center	Not Applicable
Classification:	**Salary:**	**Supervisor:**
Part-time / On-call	$21.37 - $25.53	Dispatch Supervisor
Supervision Exercised:	**Posting Date:**	**Deadline Date to Apply:**
None	Monday, October 5, 2026	Friday, October 16, 2026, by 4:30 p.m.
Position Summary: This position is a part-time / on-call dispatcher for the 24-hour 911 center. Must provide dispatch services for Law Enforcement, Fire, and EMS agencies, as well as maintain required documentation.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operation of two-way radio equipment including use/monitoring of 5 different frequencies.
- Operation of four computers, i.e.: T.I.M.E system, Zuercher (CAD-computer-aided dispatch) system and the radio console.
- Operation of 911 telephone system (Zuercher 911), fax machine, paging system, and monitors.
- Answer all emergency and non-emergency calls in a timely fashion and dispatch the proper department.
- Entry of all complaints and logging of traffic on the respective computers or log.
- Entry, removal, and updates of all warrants in the T.I.M.E.system, verification and maintenance of other records as required.
- Be punctual for assigned shifts.
- Contribute to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- 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 multitask.
- Must speak clearly and have adequate verbal skills to facilitate communication with others.
- Must be able to stand for extended periods of time

TRAINING AND EXPERIENCE:

- Experience in communications, basic computer skills, telephone skills, and public relations are preferred. Public Safety background is a plus.
- Must be willing to attend training deemed necessary by management.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or Equivalency.
- Must be at least 18 years of age.
- Must have no felony convictions or outstanding warrants.
- Must hold a valid WI Driver’s License.
- Must have and maintain a telephone.
- Must be available to work any shifts.

BACKGROUND CHECK/PRE-EMPLOYMENT DRUG TEST:

- Must pass a criminal background check.
- Must submit to a pre-employment drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Menominee County Sheriff's Department or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Menominee County Sheriff's Department at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed/emailed to:

Menominee County Sheriff's Department
Attn: Chief Deputy Justin Hoffman
P.O. Box 190
Keshena, WI 54135
jhoffman@co.menominee.wi.us

Please call 715-799-3357 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.