

JOB NOTICE

The **Gulf County Sheriff's Office** is accepting applications for one full-time Dispatcher. An application and complete job description is available at the Gulf County Sheriff's Office, Career Source Gulf Coast, or at <http://www.gulfsheriff.com/resources.cfm>. Application deadline is Friday, January 26, 2018, 4:59 pm EDT. Applications must be submitted or mailed to the Gulf County Sheriff's Office, ATTN: Capt. Chris Buchanan, 1000 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456. For more information, please contact Capt. Chris Buchanan at 850-227-1115. Gulf County Sheriff's Office enforces a Drug-Free Workplace Policy and is an Equal Opportunity Employer.

**Gulf County Sheriff's Office
Dispatcher**

Job Description

Job Title: Full-Time Public Safety Telecommunicator (Dispatcher)

Hours of Work: 12-hour Shift (7:00am – 7:00pm ET/7:00pm – 7:00am ET)

Rate of Pay: \$13.17/hour (27,400 /year)

Job Duties:

- Receive and transmit radio communications, dispatch personnel, respond to request and provide assistance as needed.
- Operate computerized telecommunication equipment at the communications control room, monitor communications systems and transmit messages.
- Assist public by responding to emergency calls; provide first-aid direction and other emergency assistance.
- Route and log telephone calls, disseminate information to deputies, law enforcement agencies, fire and emergency personnel.
- Other duties as may be assigned.

Knowledge Skills and Abilities

Knowledge of law enforcement procedures applicable to assigned duties. Skill in operation of communication equipment including radio, teletype and computer. Ability to define problems, collect data, establish facts and draw valid conclusions; express oneself orally and speak distinctly over radio and telephone; record and maintain accurate records; and think and act promptly in emergencies.

Minimum Requirements

Complete a Support Staff Employment Application. Must be 18 years of age, U.S. citizen, and have a high school diploma or GED. Must pass drug screen, pre-employment medical examination, pre-employment psychological evaluation and background check. Must type 35 wpm and be computer literate. Must obtain 911 Public Safety Telecommunicator certification, granted by the Florida Department of Health, within twelve months of employment.