

JOB NOTICE

The **Gulf County Sheriff's Office** is accepting applications for Dispatcher. An application and complete job description are available at the Gulf County Sheriff's Office or at <http://www.gulfsheriff.com/resources.cfm>. Support Staff Applications will be accepted until the position is filled. Applications must be submitted or mailed to the Gulf County Sheriff's Office, ATTN: Capt. Chris Buchanan, 418 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456. For more information, please contact Capt. Chris Buchanan at 850-227-1115 (ext. 2728). 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:	Full-Time, holidays and weekends 7:00 AM – 7:00 PM ET and 7:00 PM – 7:00 AM ET
Rate of Pay	\$37,000/year - Certified PST (\$39,775 with scheduled overtime) - \$100 for each year of public safety dispatch experience \$35,000/year - Non-Certified PST (\$36,750 with scheduled overtime)
Benefits:	Florida Retirement System; Health Insurance; Dental Insurance; Life Insurance; Deferred Compensation and Employee Assistance Program. Annual Leave, Sick Leave, and Holiday Leave.

General Description:

This position performs public safety communications task involving the reception of both emergency and non-emergency telephone calls and respond to the requests for service and information as the first point of contact for the public calling the agency for assistance. The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision. This position is considered essential and, in the event of an emergency or natural disaster, may be required to work.

Essential Functions:

- Operate computers and telephone systems;
- Monitor multiple radio channels for officer/emergency personnel safety and initiate timely public safety field response to calls for service;
- Assist public by responding to emergency calls; provide first-aid direction and other emergency assistance.
- Provide information to law enforcement personnel on warrants, driver's license data, vehicle registration, property ownership, criminal histories and verification of identities by querying various law enforcement databases;
- Communicate with other members, or agencies, via phone or electronic messaging on non-emergency calls and requests for information or services;

- Generate and broadcasts BOLO (Be On The Lookout) announcements by radio and/or electronic means;
- Retrieve information and confirm the information is relevant and take action;
- Maintain professional training;
- Other duties as may be assigned.

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- FCIC/NCIC certification within one year of employment
- Successfully complete Emergency Medical Dispatch (EMD) and Emergency Fire Dispatch (EFD) Certification
- Obtain CPR certification within six months of employment
- Obtain 911 Public Safety Telecommunicator certification, granted by the Florida Department of Health, within twelve months of employment

Professional Experience:

- Demonstrated keyboarding proficiency of 35 wpm with no more than 5 errors

Environmental Conditions:

- Work under very stressful conditions
- Work permanent/rotating shifts

Ability to:

- Speak clearly and comprehend
- Concentrate under stress
- Coordinate a number of activities at the same time under intense stress
- Respond quickly with little notice in the event of an emergency, disaster or unexpected staffing shortage
- Maintain confidentiality
- Testify in court and represent the Gulf County Sheriff's Office with a positive, professional image
- Read and write English
- Communicate effectively orally and in writing with a wide variety of people under stressful conditions
- React quickly, calmly and with good judgement during emergency and non-emergency situations
- Operate specialized equipment

Skills:

- Analytical
- Computer
- Keyboarding
- Basic English Grammar
- Ability to speak in an unencumbered manner
- Telephone
- Interpersonal
- Organizational
- Record keeping
- Multitask

Physical Requirements:

- Sit for extended period
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual Dexterity
- Ambulate independently
- Recognize colors
- Reach/Bend/Squat
- Mental alertness
- Look at computer monitor for extended periods
- Type on computer keyboard for extended periods