

## **Harney County Sheriff Department**

### **Job Posting: 911 Dispatch**

#### **ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:**

- Answers emergency and non-emergency phone calls via multi-line telephones, assesses needs of caller and dispatches police, fire and/or medical response teams and equipment. Provides appropriate referrals, transfer and terminate calls or place outgoing calls when appropriate.
- Give emergency instructions to the caller while responding units are in transit, including emergency medical pre-arrival instructions to the caller to render medical aid to the sick and injured until the arrival of Emergency Medical Services (EMS).
- Comply with regulations and requirements for the use of any data systems accessible through local, state, regional, federal or international networks ;( e.g. RMS, DMV and criminal justice information systems, LEDS, NCIC, Interpol, CPIC, etc.)
- Enters accurate and orderly information into computer systems to generate calls for service; listens and talks to callers while typing information into the Computer Aided Dispatch System (CAD), or recording information on a manual call card. Ensures public safety responders have accurate and updated call for service information.
- Maintains working knowledge of geography of 9-1-1 service area; utilizes various electronic or paper maps, determines appropriate emergency response type, jurisdiction, and closest appropriate public safety apparatus (units) to deploy to various situations.
- Correctly performs various computer operations to access sensitive and restricted law enforcement information systems; run local, state and national records checks on persons, vehicles and other property as requested by responding units: correctly disseminate the information.
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties.
- Obtains and maintains all required certifications for the position. Abides by the Oregon Telecommunicator Code of Ethics.

#### **REQUIREMENTS:**

- High School Diploma or equivalent
- Must be at least 18 years of age.
- Possess and maintain an Oregon Driver's License with an acceptable driving record.
- US citizen or be able to obtain citizenship within 12 months after date of appointment.
- Ability to successfully pass a comprehensive background investigation including criminal history check and obtain an Oregon State Police Criminal Justice Information Systems clearance.

- Ability to pass a Department of Public Safety and Training (DPSST) medical examination that includes vision and hearing tests and a psychological examination.

**SPECIAL REQUIREMENTS AND CERTIFICATIONS:**

Ability to obtain and maintain all required state certifications and licenses by the end of the probation period including:

- Certification as Department of Public Safety and Training (DPSST) Basic Telecommunicator.
- Certifications as DPSST-Emergency Medical Dispatcher (EMD).
- LEDS Update/Inquiry level certification
- CPR and First Aid certification

**POSITION REQUIREMENTS:**

- Obtain and maintain a current Oregon Driver's License
- Must be 21 years of age or older.
- Must have High School Diploma or general education degree (GED)
- Must not have serious misdemeanor criminal history record.
- Must not have a felony criminal history record.
- Ability to: perform work requiring good physical condition, communicate effectively orally and in writing, establish and maintain effective working relationships with subordinates, peers, supervisors and the general public, exercise sound judgment in evaluating situations and in making decisions, follow and give verbal and written instructions.
- Background checks will be conducted periodically to check criminal history.
- Must be able to pass a drug test to include marijuana.

This position is considered open until filled. The applicant can apply in person or call the Sheriff's Office at (541) 573-6028 to obtain a faxed or email application.