



STARKE COUNTY SHERIFF'S OFFICE

SHERIFF WILLIAM A. DULIN

TELEPHONE: (574)772-3771

108 N. PEARL ST.

FAX: (574)772-7641

KNOX, IN 46534

MAY 02 2016

STARKE COUNTY AUDITOR

STARKE COUNTY E911 DISPATCH POSITION

PART-TIME POSITION OPEN

Open date:

Close date:

RESPONSIBILITIES:

1. Receive incoming calls, walk-in, and radio communications as well as screen, direct, dispatch and document calls.
2. Perform clerical duties, such as maintaining daily logs, maintaining state mandated files, filing reports.
3. Operate the following types of equipment: Telephones, police radios, typewriter, computers, cameras, etc.
4. Monitor and respond to alarms (burglary and fire), data transmissions, and police/fire/ems communications.
5. Categorize and prioritize all emergency and non-emergency calls, dispatch appropriate personnel to incident location, monitor radio traffic, and maintain awareness of activities.
6. Effectively communicate while working in a stressful environment, remain calm and effective during emergency situations, communicate effectively, both orally and in writing, using the English language.
7. Must be able to work within a highly structured chain of command while at all times being monitored and/or recorded.

To qualify one must have: High school diploma or GED, 2 years experience in clerical, data entry, and telephone switchboard or radio telephone work, ability to simultaneously listen, speak, and type 40 wpm with accuracy, strong listening skills with an ability to remain alert and think clearly in stressful situations. Must possess valid driver's license, and must be able to pass a background investigation and drug screen. Applications can be picked up in the front lobby of the Starke County Sheriff's Dept.

Starke County is an equal opportunity employer.

"LOYALTY AND PRIDE"