

Employment Opportunity: Job # 12-4 Communications Operator
Posting Type: Open Announcement
Closing Date: Friday, June 29, 2012
Starting Wage: \$12.57 Per Hour/ Full Time with Full Benefit Package
Application Procedures: Please submit a Meade County application and Resume to:

★ Human Resources / 1300 Sherman Street Suite ◻ 212 ◻ Sturgis, SD 57785

Communications Operator

General Statement of Duties

Under the direct supervision of the Communication Supervisor, is responsible for answering all calls for emergency services and maintains radio contact with the Sheriff's department, Police department, Fire departments, Ambulance Services, and all other public entities relating to emergency services.

Typical Responsibilities and Duties

1. Answer all calls to the emergency 911 and coordinate emergency services, determine priority and disseminate the appropriate service to the emergency/call for service.
2. Maintain communication and contact with emergency services units in the field acting as a lifeline by providing information, safety and support through monitoring them in the line of duty.
3. Advise callers of actions they can take until the emergency assistance arrives and walk them through procedure step-by-step. Provides the link between the general public and field units.
4. Report all calls and maintain records with all calls for service in an accurate and timely manner.
5. Provide emergency first responder instructions to the general public, whether the information be of a criminal, safety, or medical nature.
6. Monitor alarms of business establishments.
7. Assist in the training of new employees.
8. Operate modern office equipment in conjunction with emergency communications to include, but not excluding any equipment not listed, telephone, teletype, computers, radio, photo copier, fax, etc.
9. Attend training sessions and meetings as required.
10. Perform duties in a manner consistent with safe practices and policies.
11. Perform other such duties and functions as deemed necessary.

Minimum Qualifications

Experience and Education:

1. High School Diploma or G.E.D. Certification.
2. One (1) years experience with law enforcement, communication or related field.
3. Ability to be certified in Medical Priority Dispatch and CPR.
4. Ability to be certified in Teletype.
5. Demonstration of the knowledge of Federal Communications Agency regulations.
6. Knowledgeable experience with computers, telephones, radio equipment, etc.
7. No prior felony criminal record.
8. Ability to demonstrate good communication skills.

9. Ability to maintain a professional relationship with the interdepartmental and associated agencies, general public and other employees.
10. Ability to train others.
11. Ability to demonstrate familiarity with geographical areas to the extent that they can direct field units to a scene in a timely manner.
12. Ability to maintain confidentiality.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear.
2. The employee frequently is required to reach with hands and arms.
3. The employee is occasionally required to stand and walk.
4. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
6. The employee must work various shifts as assigned, which may include weekends and holidays.
7. Ability to function effectively under stressful conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.

Examination, Testing, and Certification:

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid certification in Medical Priority Dispatch, CPR and Teletype.
2. Successful competition in written and/or oral interviews.
3. Other such examination as deemed appropriate and necessary by the Sheriff and County.