



Baker County Administrative Services ~ Personnel  
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## BAKER COUNTY JOB OPENING

DEPARTMENT: 911 Dispatch Center

POSITION: **911 Telecommunicator**

Full-time, BCLEA represented position with benefits

Salary Range: 9

Step 1	Step 2	Step 3	Step 4	Step 5
\$3,606/mo.	\$3,788/mo.	\$3,978/mo.	\$4,177/mo.	\$4,385/mo.

### **Summary**

This classification performs call intake and dispatching of emergency service providers; support duties; assist the public. Duties are varied and are performed within established guidelines.

### **Examples of Essential Job Duties:**

- Perform call intake and dispatch of emergency service providers, answer emergency telephone calls for assistance, appropriate emergency personnel and equipment. Give emergency medical instruction until assistance arrives.
- Enter all incidents and case data into computer files, process citations and forward to appropriate court. Assume responsibility for automated system and equipment. Utilize LEDS system and search and retrieve a variety of information.
- Assist the public in person and by the telephone; direct calls to appropriate division and answer questions courteously and professionally related to department activities.

### **Education, Experience and Training**

Two years progressively responsible work related experience, which includes clerical or law enforcement experience OR a satisfactory equivalent combination of education, experience and training. Must have a High School Diploma or GED and be able to pass a 12<sup>th</sup> Grade reading and writing exam and background check. Within eighteen months of employment must possess telecommunications certification, emergency medical dispatch certification and law enforcement data system certification from DPSST.

*A complete job description and application is available upon request or online at:  
[www.bakersheriff.org](http://www.bakersheriff.org)*

For additional information, contact Sheriff Ash at 541-523-6415.

Applications must be received in the Sheriff's office or Admin Office by 5:00 p.m. on the closing date.

POST DATE: August 7, 2023

CLOSING DATE: Until filled.