



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 |
|-------------|-------------|-------------|-------------|-------------|
| \$3,180/mo. | \$3,341/mo. | \$3,508/mo. | \$3,683/mo. | \$3,867/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 12th 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*

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: March 8, 2023

CLOSING DATE: March 22, 2023 or until filled.