

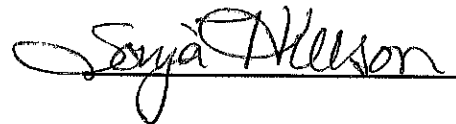
MP Hillson
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October 22nd, 2021

JOB OPENING: Hill County Sheriff's Office
POSITION: Dispatcher
CLOSING DATE: OPEN UNTIL FILLED
REQUIREMENTS: See attached
DESCRIPTION: See attached
STARTING SALARY: \$15.73 per hour. *(CW)*

The Hill County Sheriff's Office is now accepting applications for two (2) Full Time Dispatchers and two (2) Part Time Dispatchers. For further information contact Dispatch Supervisor Hillson at 265-2512.

Dispatch Supervisor
Hillson



**HILL COUNTY
JOB DESCRIPTION**

Job Title: Dispatcher

Department: Sheriff

Job Overview: Perform emergency dispatch services for all public safety agencies, including 911. Answer emergency and non-emergency phone calls and relay pertinent information to proper authority. Perform complex duties of receiving and relaying information quickly and efficiently where consequence of error could have serious implications. Assist with inmates as needed.

Essential Functions (Major Duties or Responsibilities): Daily contact with inmates, the public, and other officers. Receive and relay sensitive information and adhere to strict confidentiality requirements. Work under stressful circumstances and often will work alone. Use of radios, telephones and computer terminals and systems. Coordinate between several agencies and/or services, follow alarm response procedures, record activities in daily logs. Operate CJIN/NCIC computer terminal, jail video and audio systems. Monitor movement of jail and staff to ensure safety in providing access to different detention center areas (opening and closing of doors). Prepare and submit accurate and timely reports. Maintain jail files, complaint and case report files, and updated warrant of arrest files. Accept and account for money brought in for bail, civil process service, and inmate commissary. Screen visitors, civil process service and monitor civil defense network phone. Disseminate tele-types. Female dispatchers could act as matron and conduct searches of female prisoners.

Physical and Environmental Demands: Position works with inmates and is exposed to hazards of working with dangerous persons who may be aggressive and hostile. Position must follow policy and procedures to avoid incidents and legal action. May be exposed to communicable diseases. Varied shift schedule, including holidays, weekends or nights).

Knowledge, Skills and Abilities: Know and follow policies, procedures, rules, and regulations that pertain to the Sheriff's Office. Position requires ability to work rotating shifts including weekends, nights, and holidays. Knowledge of security procedures, general knowledge of law enforcement procedures. Ability to multi-task and prioritize with a variety of different tasks and responsibilities. Working knowledge of the area and available emergency services and personnel, computer operations, medical emergency procedures, methods of dispatching and use of dispatching equipment. Skill in communicating with and listening to people, noticing changes in manners or circumstances that could indicate a problem and be alert to problems. Practice good decision-making skills, and remain calm in stressful situations. Maintain strict confidentiality, communicate effectively orally and in writing, follow verbal and written instructions and establish effective working relationships with fellow employees, supervisors, and the public.

Minimum Qualifications (Education and Experience): Combination of education and experience equivalent to: A High School diploma or equivalent. Minimum typing speed of 35-40 wpm. Must attend and successfully pass MLEA training. Must be able to successfully complete CJIN certification. Must possess a valid state of Montana driver's license. Must have no felony offence convictions.

Preferred Qualifications: Experience with dispatch equipment. Experience in office skills including typing, bookkeeping, filing, and the use of office machines including a computer helpful.

Special Requirements:

- Fingerprint check
- Background check
- Valid driver's license
- Other; Describe: 18 years of age, no felony offense convictions, CPR, MLEA, CJIN