

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Dispatcher Department: Dispatch

Reports To: Darla Tiner, Supervisor Salary Range: \$13.30 - \$13.77 per hour

Part-Time Position

Position Summary: The primary function of this position is operation of the Eastland County 9-1-1 system.

Essential Job Functions:

1. Receiving and sending public safety communications
 2. Answering 911 emergency phone lines
 3. Operating office equipment (ie: computer, fax, printers, etc.)
 4. Recording information on call sheets and logs accurately and legibly
 5. Treating 911 users and co-workers courteously and respectfully. Ability to work in a high stress environment.
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ADDITIONAL JOB DUTIES: Daily light custodial duties as directed by Supervisor

EDUCATION: High school diploma or GED equivalent

EXPERIENCE: Preferred

REQUIRED SKILLS: Must be able to read, write and operate computer based equipment. Ability to obtain and maintain telecommunicator certification. Must be 21 years of age to obtain Texas Commission on Law Enforcement certification.

PREFERRED SKILLS: Basic computer troubleshooting

PHYSICAL REQUIREMENTS Sit for minimum eight hour shifts. Lift boxes of paper and supplies.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date