

## **PUBLIC SAFETY TELECOMMUNICATOR I (Part-time)**

**JOB SUMMARY:** The Butler County Sheriff's Office is currently accepting applications for Public Safety Telecommunicator I. The Public Safety Telecommunicator I answers 9-1-1 calls and administrative calls taking appropriate action consistent with established guidelines and procedure and dispatch fire and EMS personnel via radio.

**Job duties include but are not limited to:**

- Listen and accurately obtain pertinent information from callers or field personnel in various situations.
- Remember and recall information from callers and field units.
- Communicate clearly and concisely, both orally and in writing.
- Communicate effectively with both external and internal customers.
- Remain calm and exercise good judgement in stressful situations which may extend for a considerable amount of time.
- Enter, read, and interpret computer system responses, maps, and color codes on various workstation monitors and computer systems.
- Prioritize and perform multiple tasks simultaneously.
- Analyze available information, and make reasonable decisions in the absence of clear-cut guidelines.
- Provide medical pre-arrival instructions to callers.

**JOB TYPE:** Part-time

**STARTING SALARY:** \$19.00 hourly

**HOURS:** Communications is a 24/7 operation. Work hours and days will vary.

**ADDITIONAL REQUIREMENTS:** Must be a United States citizen. Must possess a valid driver's license issued by their state of residence. Must not have been convicted of a felony. Must not have been convicted of a misdemeanor involving moral character. Must not have been dishonorably discharged from any of the Armed Forces of the United States of America.