



## BUTLER COUNTY SHERIFF'S OFFICE



### **PUBLIC SAFETY TELECOMMUNICATOR I (Full-Time – Lateral Entry)**

**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:** Full-Time

**STARTING SALARY:** Salary Range \$20.45 - \$25.60 hourly. Starting salary will be negotiable for lateral transfers.

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

**FULL-TIME BENEFITS PACKAGE INCLUDES:** Medical/dental, vision insurance; Humana Health Improvement Programs; Wellness Program with participation rewards; Ohio Public Employees Retirement System; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentive based wage available.

**ADDITIONAL REQUIREMENTS:** Must to 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.