



BUTLER COUNTY SHERIFF'S OFFICE



PUBLIC SAFETY TELECOMMUNICATOR I (Full-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.

Job duties include but are not limited to:

- Listen and accurately obtain pertinent information from callers or field personnel in various situations.
- Dispatch fire and EMS personnel via radio.
- 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: \$20.45 hourly.

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.