

# **Dispatch Specialist**

**JOB SUMMARY:** The Dispatch Specialist provides various support services for the Communications Section including, but not limited to, participating in the communication's hiring process, Emergency Medical Dispatch quality assurance, and policy development.

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

- Manage the hiring process for Public Safety Telecommunicators and LEADS Operators including recruiting, testing, interviewing, and performing background checks.
- Complete monthly Emergency Medical Dispatch quality assurance reviews.
- Assist with developing, writing, and updating Communications Section Policies and procedures.
- Perform other duties as required by the Sheriff and/or his designees.
- Essential functions of this position are required to be performed within the workplace facilities and/or within the field, however position is not subject to telecommuting.

**JOB TYPE:** Part-time

**STARTING SALARY:** \$20.00-\$23.00/hour, includes part-time benefit package

**PART-TIME BENEFITS PACKAGE INCLUDES:** Ohio Public Employees Retirement System; Deferred Compensation Retirement Plans; Employee Assistance Program; Paid sick leave.

**HOURS:** 10-15 hours per week; Monday-Friday.

Position requires a high school diploma or GED. Knowledge of Emergency Communications and Computer Aided Dispatch Systems is preferred but not required.

Applicants are subject to an extensive background investigation.

**CONTACT INFORMATION:** [hiring@butlersheriff.org](mailto:hiring@butlersheriff.org)