



COUNTY OF EL PASO (CO)
invites applications for the position of:
Emergency Services Dispatcher II

SALARY: \$1,660.50 Bi-weekly
OPENING DATE: 09/22/14
CLOSING DATE: 10/03/14 05:00 PM
DEPARTMENT: Sheriff's Office
STATUS: Full-Time Non-Exempt **BAND:** 10
ANNOUNCEMENT NO: 14260

ESSENTIAL JOB FUNCTIONS:

Answers emergency and non-emergency calls on a digital multi-line phone system. Interviews callers, prioritizes information and ensures timely response from the appropriate agency. Provides emergency medical pre-arrival instructions when appropriate. Dispatches law enforcement, fire, search and rescue and medical units on a complex 800 MHz radio system. Operates various paging systems. Enters and monitors all calls for service and unit activities for the El Paso County Sheriff's Office, Monument P.D., Palmer Lake Police Department, Green Mountain Falls Marshal's Office, Calhan P.D., Pikes Peak Community College and numerous fire departments, utilizing the Computer Aided Dispatch System (CAD). Maintains handwritten activity cards in the event of a CAD failure. Provides law enforcement investigative support via data entry/retrieval in CAD, NCIC/CCIC, the Sheriff's Office Records Management System and the CJC detentions history files. Conducts searches for warrants, driving status, registration information and criminal histories. Accurately relays information to necessary personnel. Operates and performs routine equipment checks for call check, telephone, radio, logging recorder and radio systems. Coordinates repairs as needed. Provides courtroom testimony as necessary.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent. Minimum of one (1) year experience in police, fire or medical field preferred. Emergency dispatch experience preferred. Must be honest, truthful, trustworthy and possess a high degree of personal integrity. Requires full range of peripheral vision to monitor multiple computer systems and full hearing range to monitor multiple radio and telephone systems. Ability to execute complex oral and written instructions. Ability to type 40 wpm from an audio typing test. Ability to pass Critical Software modules. Ability to communicate with the public and personnel in a professional manner during times of extreme stress and time constraints. Must be multi-task oriented with the ability to operate both radio and telephone systems. Ability to effectively handle varying degrees of stress in a multitude of emergency situations. Ability to adapt to shift work and varying work schedule. Ability to pass a computer voice stress analysis (CVSA) examination, a drug screen, and background investigation prior to employment. Must possess the ability to manipulate multiple computer keyboards and Windows based programs. Ability to perform the essential functions of the job.

LICENSES/CERTIFICATES:

CPR Certification. National Academy of Emergency Medical Dispatch Certification. CCIC/NCIC Certification. Must possess and maintain a valid Colorado Driver's License.

WORK CONDITIONS:

Work is performed in a high stress, police, fire and medical emergency dispatch environment. Operational hours are 24 hours a day, seven days a week, weekends and holidays. Working shift work is required.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com> For inquiries please call: 719-520-7401

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603). **EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**
