

Communications Specialist I Barnes County Dispatch Center, Valley City, ND

This is an entry level position. Communications Specialist I must respond to emergency and non-emergency calls for assistance and information. They must provide dispatch and communication support services for fire, emergency medical, law enforcement, and other emergency related services. Individuals at this level will perform duties with supervision and guidance initially graduating to working independently.

Salary Grade: 25

Starting Wage: \$16.18 plus shift differential

Full Time

Reports to: Dispatch Supervisor

Minimum Qualifications:

- This position requires a minimum of a high school education at time of hire
- Knowledge or skills in the area of administrative assistance or emergency response (fire, emergency medical, law enforcement, or corrections officer)
- Must pass background check
- Must take typing test

Physical Requirements:

Physical requirements and environment for this position are similar to that expected in an enclosed environment, including extended periods of time sitting, eye-hand coordination, noise extremes, some lifting of various books and documents at times up to 5-10 pounds. A hearing test when requested.

Essential Duties and Responsibilities:

- Receive 911 calls
- Work with fire, EMS and law enforcement
- Perform records entries
- Disseminate severe weather watches and warnings
- Receive and acknowledge all warnings, alerts, and tests from the National Warning Center
- Participate in developing, implementing, and maintaining emergency communication and mapping projects/systems
- Must have the ability to multitask, have quick problem-solving skills, and great communication skills
- Perform other duties as required or assigned

Additional Information:

On the job training is provided following hire during the probationary period, with certification or licensing in Cardio Pulmonary Resuscitation (CPR), Basic First Aid, Emergency Medical Dispatch (EMD), National Crime Information Center Certification (NCIC), and a North Dakota approved Basic Communications course (APCO). May be required to work day, evening or night shifts, and/or alternate between shifts. Some weekends and Holidays are required for all personnel.

To Apply:

Applications can be picked up at Job Service. Employer requires a typing test.

Equal Opportunity Employer:

Barnes County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.