

# ***Lake County Sheriff's Office***

## ***Sheriff Daniel A. Dunlap***

The Lake County Sheriff's Office is now accepting applications for the position of:

### **PUBLIC SAFETY DISPATCHER**

#### **Part Time**

Full-Time Dispatch positions are filled from Part-Time Dispatch positions

Applications may be obtained and must be completed at:

Lake County Sheriff's Office  
104 East Erie Street  
Painesville, Ohio

The Lake County Sheriff's Office is an Equal Opportunity Employer/M.F.H.V.

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### **PUBLIC SAFETY DISPATCHER**

Lake County Sheriff's Office - Central Communications Center

#### **DEFINITION:**

Under general supervision performs various duties in the processing of emergency and non-emergency calls received at the Lake County Central Communications Center; responsible to serve and protect the general public by communicating information to police, fire, and EMS safety forces in a responsible manner.

#### **TYPICAL EXAMPLES of DUTIES:**

Under supervision provides communication and support services to the police and fire departments. Inputs and accesses information through the automated law enforcement systems. Coordinate dispatching of emergency police, fire and other public safety equipment by receiving and transmitting radio calls. Inputs and retrieves computer data quickly. Types letters, forms and reports on computer keyboards. Processes emergency requests for service. Answers questions and provides information to the public over the telephone. Maintains accurate, up-to-date files and logs. Relates effectively to those contacted in the course of work. Use good judgment in making decisions in emergency and routine situations while under stress. Performs other duties as required. Work rotating shift assignments, including weekends and holidays and are required to work overtime and be on-call as needed.

#### **KNOWLEDGE, SKILLS, and ABILITIES:**

Candidate must be able to learn, comprehend and/or perform:

- (1) Departmental rules, regulations, policies, and procedures;
- (2) Federal, State and local laws that are applicable;
- (3) Keyboard 40 wpm or pass equivalent data entry score;
- (4) Learn geographic areas of the County;
- (5) Use state of the art radio equipment, telephone equipment and computer terminals;
- (6) Pass a Computerized Skills Assessment Program;
- (7) Questioning of the general public and deal with stressful situations in a calm reassured manner;
- (8) Make sound decisions quickly;
- (9) Pass a physical, drug screening, FBI and BCI background check and pass a "polygraph or equivalent test";
- (10) Accept criticism;
- (11) Ability to follow orders;
- (12) Good prior work attendance record;
- (13) Proficient, functional, and logical knowledge of Windows based products;
- (14) Use of proper spelling and grammar usage; and
- (15) Ability to think and act independently within policies and procedures.

#### **TRAINING and EXPERIENCE REQUIREMENTS:**

High school diploma or equivalent; advance education desired; experience preferred but will train qualified candidates; must be at least 18 years of age and possess a valid State ID or driver's license with a good driving record; proficient in data entry; good communication skills; ability to comprehend multiple tasks. Will require successful background investigation; polygraph and/or voice stress analysis examination, skills and aptitude assessment, and the mental ability to perform the duties as described.