



## Yavapai County Government - Employment Opportunity

### Job No. 2103 - Dispatch Communications Specialist Sheriff Prescott

**Status:** Full-time

**Salary:** \$14.86 per hour

**Classification:** Classified, Non-Exempt

**Open Date:** 06/16/2010

**Close Date:** Open until filled

**Position Summary:** NATURE OF WORK

Under close supervision performs technical work of moderate difficulty in public safety communications; performs related work as required or assigned.

**TYPICAL DUTIES**

Operates fixed base communications equipment including the 911 system; receives distress and emergency calls; dispatches mobile units; logs messages transmitted and received; sends and receives messages via criminal justice computer system; operates several phone lines including Civil Defense; operates and maintains telephone recording system; performs various clerical tasks.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of: laws, rules and regulations governing the dispatch process and use of dispatch equipment; County geography.

Working knowledge of: proper two-way radio and telephonic communication techniques and codes.

Ability to: establish and maintain effective working relationships with employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing; react quickly and calmly in emergency situations; work rotating shifts which include weekends and holidays; work in an enclosed area; communicate orally and by telephone with public and employees in a face to face setting; observe or monitor objects, data, and/or behavior to determine compliance with prescribed operating or safety standards; use graphic visual aids, blueprints, schematics, or layouts; work in small, cramped areas; operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements; enter data into a keyboard device; remain in a sitting position for extended periods of time; to handle stressful situations.

**Minimum Qualifications:** Must type thirty (30) words per minute; Required to complete a polygraph, psychological test and successfully complete a background examination including no felony convictions. Must meet minimum AZPOST standards for hearing, with or without correction, must be a United States citizen. Basic skills testing required.

**Preferences:** None

**Apply online at <http://www.co.yavapai.az.us/employment>  
or call (928) 771-3252 for more information.**

### Employee Benefits

Yavapai County offers a comprehensive employee benefits package to regular employees working 36 hours or more per week that includes:

- 10 Paid Holidays per year
- 15 days Paid Time Off (PTO)
- Catastrophic Sick Leave (CAT)
- Employee Assistance Program
- Employer Paid Health, Dental, Vision and Life Insurance
- Retirement Plan

Yavapai County is an Equal Opportunity Employer.

We provide equal access and equal opportunity in employment and services and do not discriminate.



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- Short-Term Disability Program
- Tuition Reimbursement Program

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