

Job summary:

Fairfield County Sheriff's Office seeks energetic and dependable individuals to serve as Public Safety Dispatchers. Dispatchers work in a dynamic and exciting environment and are the primary link between the public and the emergency services for Fairfield County. Dispatchers perform a variety of specialized technical and clerical duties involved with the operation of the Sheriff's Department's communication center. The ideal candidate must be able to work in a fast paced work environment; receive, analyze, process, and disseminate emergency and non-emergency information provided by citizens and public safety personnel via telephone and radio; and provide excellent customer service.

To apply visit http://www.sheriff.fairfield.oh.us/FCSO_APPLICATION_updated.pdf, fill out the application and return to the Sheriff's office attention Joe Morris. Deadline for applications is May 19, 2017.

Examples of Work Performed

- Operates enhanced 911 system to do computer aided dispatch of patrol, fire, and EMS units throughout Fairfield County.
- Receives requests for emergency assistance and/or complaints from the general public; dispatches patrol officers and/or originates calls for emergency services such as fire, EMS, etc.
- During periods of multiple emergencies, uses independent judgment to determine which calls need immediate attention, or when different equipment is required due to emergencies in progress
- Prioritizes multiple emergency and non-emergency calls to determine appropriate response levels, based on the needs of the emergencies in progress
- Performs crisis intervention with distraught callers during high risk situations until emergency units arrive on scene, in accordance with locally established guidelines
- Transfers callers to the proper agency as required, and dispatches a variety of emergency responders, including security, fire, ambulance, rescue or hazardous materials units, to determine the response force required
- Maintains regular and predictable attendance; works extra hours as required.
- Performs related work as required.

Requirements

- High school graduation or equivalent and the ability to speak clearly, remain calm in stressful situations, and perform multi-task responsibilities required.

Knowledge, Skills and Abilities

- Knowledge of approved principles and practices of law enforcement work plus applicable laws and ordinances.
- Ability to make some immediate decisions in dispatching patrol units and handling complaints.
- Skill to exercise independent and appropriate judgment in emergency situations and act quickly and calmly in applying appropriate techniques.
- Ability to receive and disseminate information in a calm, clear, and accurate manner, particularly during highly stressful situations.
- Ability to deal courteously, yet firmly and effectively, with the public in both adversary and non-adversary situations.
- Ability to refer communications to proper personnel within the department.