

Greenlee County is currently accepting applications for full time Dispatch Officer Position for the Sheriff's Department. \$14.33 hourly, non-exempt. Minimum requirements: 1. Skills in radio communications/Dispatch; 2. Ability to be ACJIS certified prior to completion of probation period; 3. Office procedures including computer skills; 4. Current employment application on file at the Greenlee County Board of Supervisors Office, P O Box 908, 253 5th Street, Clifton, AZ 85533, 928-865-2072, www.greenlee.az.gov Deadline for filing: Open and continuous. It is the responsibility of the applicant to ensure their application is current.

GREENLEE COUNTY

CLASS CODE: Non-Exempt

DISPATCH OFFICER

NATURE OF WORK

Under direct supervision of the Dispatch Sergeant, performs work of moderate difficulty in operating law enforcement and emergency communications equipment.

TYPICAL DUTIES

Receives and transmits complaints and requests for police services, emergency services, or routine information; maintains radio contact with other law enforcement, fire and emergency agencies; monitors alarm circuits and tests equipment to ensure proper working order; maintains a computer file/log, recording all dispatching and police service requests transmitted through the communication center; types reports and other material as needed; transmits and receives information from various law enforcement communication network systems (ACJIS, NCIC, NLETS); performs other duties as assigned.

QUALIFICATIONS

Desirable Education, Training and Experience: High school diploma or equivalent and one year of general clerical experience which includes the use of computer equipment. Prior law enforcement dispatching experience is a plus.

Desirable Knowledge, Abilities and Skills: Knowledge of the street, highway system, and geography of Greenlee County; ability to type 35 wpm; ability to operate computer equipment including related software; ability to speak clearly in a well-modulated voice; ability to think clearly and act quickly in emergency situations; ability to professionally communicate with public both in person and over the phone under normal or emergency situations. Bilingual in English and Spanish.

SPECIAL QUALIFICATIONS

Valid Arizona driver license.

02/2017