

Owyhee County

Emergency Communications Officer – 911 Dispatcher

The Owyhee County Communications Center has openings for an Entry Level 911 Dispatch position.

*Amount of travel: None*

*Job Type: 40 hours/week for full time. Rotating shift work including days/nights/weekends/holidays. Rotating weekends off.*

*Benefit information: Health insurance, dental, vision, Life insurance, PERSI Retirement, Personal Leave and Holiday Pay*

**General Statement Of Duties:**

- Receiving incoming non-emergency and emergency calls; dispatches appropriate emergency personnel as required; performs other duties as required or assigned. The primary function of this employee in this class is to relay information from public emergency callers to proper resources that can aid when necessary. The work is performed under the direct supervision of the 911 Coordinator
- Skills/Abilities:
- Ability to efficiently perform required duties under stressful and fast paced conditions
- Ability to think, act, speak clearly, quickly and calmly in emergency situations
- Ability to Prioritize calls according to level of need and importance
- Ability to answer multi – line telephones, including 911 lines and radio traffic simultaneously
- Ability to type 40 WPM or more with 92% accuracy
- Ability to communicate effectively with others, both orally and in writing
- Ability to understand and follow verbal and/or written policies, procedures and instructions
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks

**Specific Disqualifiers/Behaviors:**

- ***No felony or serious misdemeanor convictions since the age of 18***
- ***No under the age of 18 adult criminal waivers***
- ***No undetected felony or serious misdemeanors committed by applicant since the age of 18***
- ***No minor misdemeanor convictions in the last 3 years or extensive minor misdemeanor history***
- ***Able to meet all IDAPA rules concerning character, drug use, traffic violations, and criminal violations.***
- ***You can find all of these disqualifiers at <http://www.post.idaho.gov/>***

**Qualifications:**

- High school graduate or general Education Degree (GED): Required.
- Minimum 18 years of age
- Entry Level position. No experience required.



**The following instructions must be completed to move forward in the recruitment process.**

1. **Complete Application at <https://owyheecounty.net/employment/> - Drop off in person or mail at 20381 State Highway 78 PO BOX 128 Murphy ID 83650. Or Email to [dispatch@co.owyhee.id.us](mailto:dispatch@co.owyhee.id.us) or Fax to 208-495-1259**
2. **Keyboarding Test. Please use this link to take your keyboarding test. <https://www.typing.com/student/tests> . Successful candidates must pass the keyboard exam with a minimum of 40 WPM and 92% accuracy. Applicants must upload results with their application.**

**Following testing procedures:**

**Upon completion of the above steps, candidates will be required to go through a stringent background check. With no disqualifiers, applicants will be invited to an oral board interview.**

***An eligibility list will be created on your oral board score. Names will remain on eligibility list for one year or until deemed otherwise by Chief Deputy/Human resources.***

**After oral board interview, candidates may need to pass additional screening. This includes: Polygraph examination, driving record check, drug/alcohol screening, medical/physical fitness examinations.**

Owyhee County Sheriff's Office is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact Human Resources Director at 208-496-2806.