

## **Whitley County Sheriff's Department** **Dispatcher – Full Time**

Incumbent serves as Dispatcher for the Sheriff's Department, responsible for receiving emergency and non-emergency calls, taking appropriate action and dispatching information to various response units.

**Shifts will vary; must be available for weekends and holidays**

### **Job Responsibilities:**

- Receives, evaluates and prioritizes emergency calls, gathers information, determines appropriate response and assigns and dispatches law enforcement, fire, EMS, conservation by two-way radio.
- Dispatches Whitley County Sheriff Department Deputies, Churubusco Police Department Officers and South Whitley Police Department Officers, DNR Officers, Whitley County EMA and nine Whitley County Fire Departments.
- Answers telephone calls that are not emergencies from the public, fire departments and EMA, determines the nature of the call, and responds to inquiries and complaints and routes calls appropriately.
- Receives fire and business security alarms and dispatches the appropriate department.
- Enters local warrant information and protective order information into CAD & IDACS/NCIC.
- Responds to emergencies from off-duty status occasionally.
- Reports to work when other county agencies are closed during severe weather conditions.

### **Job Requirements:**

- High school diploma or GED required and ability to acquire/maintain required certifications, including IDACS and NCIC computer systems, emergency dispatch certification and CPR/AED.
- Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Possession of valid driver's license and demonstrated safe driving record.
- Ability to operate standard office equipment and type accurately.
- Must possess strong multi-tasking skills.

**To apply, submit your application and resume to one of the following:**

Janelle Schmitt, Director of Communications

[jschmitt@whitleysd.com](mailto:jschmitt@whitleysd.com)

Whitley County Sheriff's Department

101 W Market Street

Columbia City, IN 46725

FAX: (260) 248-3182

**Applications and resumes will be accepted until the end of the day August 6, 2019.**

**Please click the following link to access the County Employment Application:**

<https://www.whitleygov.com/egov/apps/document/center.egov?view=item:id=1043>