

LASALLE COUNTY SHERIFF E911

The LaSalle County Sheriff Office is accepting applications for the position of 911 Telecommunicator (911 Dispatcher).

Location: LaSalle County

Department: Sheriff Office
707 East Etna Road
Ottawa, IL 61350

Work Week: Fulltime / 8 hr shifts (holidays and weekends included)

Starting Pay: \$14.25 per hr, \$0.50 after 6 months

See Job Description for Duties, Minimum Qualifications, and Physical Demands

Interested persons should apply by sending a completed LaSalle County Sheriff E911 application and return it to:

LaSalle County Sheriff Department
Attn: Curt Yasm
707 East Etna Road
Ottawa, IL 61350

Or email: etsb911@lasallecounty.org

LASALLE COUNTY SHERIFF E911

Telecommunications (911 Dispatcher) Job Description

Uses a computer-aided dispatch system to receive emergency calls from the public requesting police, fire, medical or other emergency services. A career in emergency communications can be fast-paced, challenging & rewarding.

Essential Duties

The primary duties of the position include (but are not limited to): determine the nature and location of the emergency; determine priorities, and dispatch police, fire ambulance or other emergency units as necessary (ranging from routine to critical) and in accordance with established procedures; manages situations as conditions change; perform Emergency Medical Dispatch and crisis intervention including pre-arrival instructions using available resources; receive and process 911 emergency calls, maintain contact with all units on assignment, maintain status and location of local police and fire units; monitor direct emergency alarms, answer non-emergency calls for assistance; enter, update and retrieve information from a variety of computer systems; receive & respond to requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data; monitor several complex public safety radio frequencies; operate a variety of communications equipment, including radio consoles, telephones and computer systems; other duties as required to support the LaSalle County E911 Center and the Sheriff Department.

Requirements

- High School diploma or equivalent AND 2 years of progressively more responsible work experience; additional education/training a plus;
- Preference may be given to those certified in the use of the 911 Telephone system, Emergency Medical Dispatch, LEADS, REJIS; ability to learn in-house computer systems is needed; • Reliability and regular attendance – ability and willingness to work 8, 10 or 12 hour shifts (including evenings & weekends) and working over when needed;
- Ability to speak English clearly and accurately, have normal visual acuity and meet NEMA hearing standards;
- Ability experience to comfortably and productively use computers such as word processing, spreadsheet and database software and ability to quickly learn how to use specialized dispatch software
- Ability to use a multi-function telephone, fax machine, copy machine, calculator, and other office equipment;
- Must maintain strict confidentiality and be able to work independently;
- Excellent customer service skills including the ability to efficiently and courteously interact with people;
- Ability to calmly multi-task dispatch services and provide crisis intervention: collect necessary information from callers and officers; simultaneously dispatch public safety personnel, search for information, accept telephone/radio calls, assist callers, as needed when an emergency arises.

Supplemental Information

- Be sure to include three references with your application
- If you have taken any applicable training, attach a copy of the certificate or transcript to your application

NOTE: This posting will provide for ongoing recruitment for 2018-2019 and will be reviewed at least quarterly (March, June, September, December); additional review of candidates if needed by the organization

La Salle County Sheriff E9-1-1

Telecommunications Employment Application (Please Print) Application Date _____

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, veteran status, or the presence of a non-job related medical condition or handicap.

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: (____) _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you filed application here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been employed here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been convicted of a misdemeanor or felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, explain: _____

Education

High School: _____	Address: _____			
From: _____ To: _____	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____
College: _____	Address: _____			
From: _____ To: _____	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____
Other: _____	Address: _____			
From: _____ To: _____	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____

List professional, trade, business, or civic activities and offices held. (exclude groups which indicate race, color, religion, sex or national origin).

Can you travel if job requires it? Yes ___ No ___

Are you available to work: Full Time ___ Part Time ___ Shift Work ___

Any restriction on specific day(s) of the week? Yes ___ No ___

If yes please explain: _____

Are you able to sit for extended periods of time? Yes ___ No ___

Do you have basic computer skills? Yes ___ No ___

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: (____) _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: (____) _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: (____) _____
Address: _____

Previous Employment

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I will, if required, submit to a polygraph test. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all policy/procedure rules and regulations of my employer.

Signature: _____

Date: _____

The La Salle County ETSB is an Equal Employment Opportunity Employer
M/F/V/H

