**Open to All to Apply**- **(internal employees and public)**

**County of Waldo Regional Communications Center**

**9-1-1 Public Safety Dispatcher**

Pay range is from $**20.88 hr to $30.63 hr (anticipated)**

**The County of Waldo Communications Center** is seeking a qualified energetic team-player to fill (2) full-time position (80hr bi-weekly) in the Communications 9-1-1 Division.

Dispatchers answer 9-1-1 calls for all of Waldo County and provides emergency and non-emergency dispatch services for law enforcement, fire and emergency medical services.

This position is rotating-shift positions, including nights, weekends, and holidays, as well as periodic overtime. Our current schedule is four 10-hour shifts per week. Enjoy excellent benefits which includes an option to retire after 25 years for eligible employees.

Our dispatch center is a truly collaborative, friendly atmosphere that embodies a teamwork attitude. While stressful at times, this career can be extremely rewarding.

This non-supervisory position requires significant, developed interpersonal and communication skills, both oral and written, use of radio, teletype, computer, and the Enhanced 9-1-1 telephone system. Teamwork, and the ability to work effectively under stress while paying strict attention to detail is essential. Direct entry of information into computers as received is necessary.

In addition to serving your community, Waldo County offers generous pay and a wide range of benefits for employees including but not limited to:

* Health, Dental and Vision Insurance
* Life Insurance
* Paid Vacation/Sick Time/Personal Time
* Maine Public Employees Retirement System (optional)
* Social Security (required)
* 457 Deferred Compensation Plan
* 13 Paid Holidays
* Multiple Voluntary Benefits
* On-the-job training
* Professional development assistance

Responsibilities include but are not limited to (training for certifications will be made available): **Certified 911 Dispatcher - Starting pay will depend on certification and experience at time of hire.**

* Certified Emergency Telecommunicator
* Certified Emergency Medical Dispatcher
* Certified Terminal Operator
* Certified Emergency Fire Dispatcher
* Receive telephone calls, 9-1-1 calls, and radio communications and respond by dispatching appropriate personnel/equipment as necessary
* Maintain computer aided dispatch system for call/radio processing
* Retrieve information for agencies as necessitated by policy
* Work with other dispatch agencies with regard to mutual aid requests
* Ability to perform in a fast pace environment and to multi task
* Must be able to work successfully with other people for a long period of time

**Applicant Requirements:**

* High school diploma or equivalent
* Applicant must show a steady and progressive work history
* Ability to multi-task while simultaneously talking on the phone, using computers, and listening to radios
* Keyboarding skills a must
* This career requires the successful candidate to work days, nights, weekends, and holidays
* 4 days working, 4 days off, unless accepting float position
* Be of impeccable character, background check required

**Application Procedure:**

* Submit **written application and resume**, both are required. Incomplete applications or missing either part, you will not be considered for the position.
* Pass oral/written exam or job related tests required
* Pass an extensive background investigation
* Submit copies of diplomas/certificates and other related qualifying documentation
* All applicants, whether local or out of state, must make themselves available in person for testing and interviews
* Lateral entry may be considered for certifications and experience already obtained

Schedule:

* 10 hour shift
* Night shift
* Overnight shift
* Weekends as needed

Experience:

* Typing: 1 year (Preferred)

License/Certification:

* Driver's License (Preferred)

Work Location: In person

**Applications and job description** can be obtained from the Waldo County website: <https://www.waldocountyme.gov/department/human-resources/>

**Cover letter, application, and resume are due Friday, May 31, 2024 before 4pm**

Applications can be faxed, dropped off, mailed to the address below or emailed to [personnel@waldocountyme.gov](mailto:personnel@waldocountyme.gov)

For questions, contact via Paul at [phaskell@waldocountyme.gov](mailto:phaskell@waldocountyme.gov) or Mike at [mlarrivee@waldocountyme.gov](mailto:mlarrivee@waldocountyme.gov)

**County of Waldo, Human Resources Department, 39 B Spring St., Belfast, ME 04915** **Fax (207) 338-6788.**

**County of Waldo is an Equal Opportunity/Affirmative Action Employer**

*As an Equal Opportunity employer, County of Waldo embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics.*