

Notice

There is a job vacancy with Chippewa County 9-1-1 Central Dispatch

Job Title: Dispatcher

General Summary:

Dispatchers work under the general supervision of the Director of Chippewa County Central Dispatch and directly with Dispatchers and Sr. Dispatchers assigned to each shift. The dispatcher operates a radio console, LEIN, computer terminals and other computer based equipment. By the very nature of work, applicants should be aware that accuracy and speed are essential elements of the job. Applicants should also be able to function in a team oriented atmosphere.

Typical Duties:

1. Dispatchers answer incoming telephone calls, obtain necessary information from caller and type information into computer.
2. Dispatchers must become familiar with many different police, fire, ambulance and support agencies standard operating procedures.
3. Dispatchers should be familiar with the streets and roads of Chippewa, Luce and Mackinac Counties, or be able to learn them quickly.
4. Dispatchers must have the ability to learn to operate a number of complex pieces of equipment.
5. Dispatchers must be able to perform dispatching duties in all fields, including police, fire, ambulance and support agencies.
6. All other duties as assigned and described in the job description.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Qualification:

High school graduate or GED; must be able to remain calm and efficient at all times; must be able to deal with life-threatening situations; must be a quick learner and must have good verbal skills. Applicant must be an accurate recorder of information taken from radio and telephone messages. Must be able to courteously deal with irate and emotional customers. Must be willing to work various shifts. Typing skill level must be 40 WPM corrected. Must take a written and oral examination. Successful applicants must pass County provided medical examinations and hearing test. Applicants may be required to take written and/or other examinations.

Physical:

This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20 pounds of force up to one third of the time.

Interested persons should mail cover letter and resume to Chippewa County Central Dispatch, 4657 West Industrial Park Drive, Kincheloe, Michigan 49788