



LARIMER COUNTY
invites applications for the position of:

Emergency Communications Operator (911 Dispatcher)

SALARY: \$26.35 - \$36.89 Hourly
\$54,808.00 - \$76,731.20 Annually

DEPARTMENT: Sheriff's Office

**OPENING
DATE:** 04/14/23

**CLOSING
DATE:** 05/08/23 11:59 PM

**FULL/PART
TIME:** Full Time

OVERVIEW:

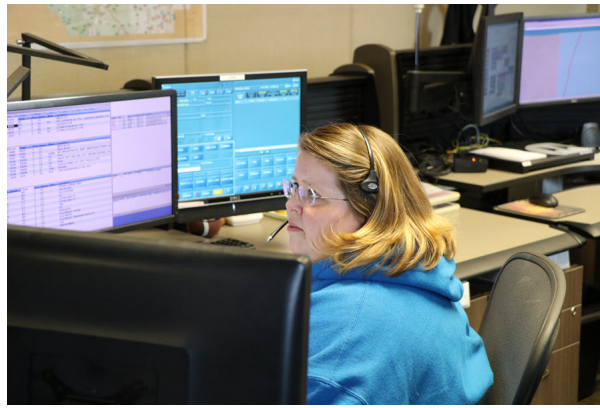


Once Agency, One Mission: Public Safety.

The Larimer County Sheriff's Office is seeking talented people to join our team as an **Emergency Communications Operator**. The ideal candidate possess the ability to multi-task, works well under stress, and exercises good judgement in emergency situations.

This position receives and transmits routine and emergency telephone, radio, and computer messages and dispatches required law enforcement, fire, and/or ambulance personnel and equipment. They maintain continual radio contact with all on-duty personnel responding to calls or initiating calls.

*The starting pay for this position is \$54,808 annually.



RESPONSIBILITIES:

Specifically, this position:

- Receives incoming 9-1-1 hardwire and cellular telephone calls, non-emergency phone calls, inter-office phone calls, and ring-down lines; obtains pertinent information, prioritizes calls, takes messages for duty personnel, and transfers callers.
- Dispatches necessary emergency personnel including law enforcement units, fire departments, ambulance departments, and other agencies as needed.
- Maintains radio contact with units on assignments.
- Sends, receives, records, and disseminates teletype information from the state and national computer; maintains NCIC/CCIC certification.
- Enters data into computer systems or databases; looks up information in database; creates basic word processor documents and enters data into spreadsheets; uses email to communicate.
- Reads maps and verbally describes detailed directions via radio or phone.
- Maintains access and dissemination of confidential information.
- Performs extensive computer work for criminal histories, background checks, previous contacts, warrants, officer safety information, etc.
- Monitors building security alarm system, national warning phone, radio equipment, phone equipment, and all other essential job-related equipment.
- Compiles data and maintains records of emergency recorded, equipment and personnel dispatched, and dispositions of emergencies.
- Coordinates search and rescue efforts, disaster emergencies, motorized patrol units, and prisoner relays.
- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Larimer County employees may be required to work as a Disaster Service Worker.
- Performs other duties as assigned or necessary for performance of the job.

To view full job description, click [HERE](#).

QUALIFICATIONS:

- Must be able to type 40 WPM with accuracy.
- High School diploma or GED required.
- Possession of, or ability to obtain CPR and EMD certification.

SUPPLEMENTAL INFORMATION:

Other Information to Note:

- Shift work is required.
- Shifts require working days, nights, weekends and holidays.
- All application components must be submitted by 11:59 PM MT on the closing date.
- Successful applicants will be required to meet all of the following qualifications prior to hire:
 - Must be legally authorized to work in the United States
 - Cannot have a felony conviction
 - No convictions involving domestic violence
 - No use of illegal drugs within the past five years
 - No use of marijuana in any form within the last two years
 - Pass Pre-Employment Questionnaire
 - Pass a typing test with 40 Net WPM
 - Pass a written examination
 - Pass a simulation test
 - Pass oral board interview
 - Pass an in-depth background investigation
 - Pass polygraph examination
 - Pass psychological evaluation
 - Pass medical examination and pass drug testing
 - Possess or obtain first Aid and CPR (All Ages) certificates within 30 days after hire

An offer of employment is contingent upon the successful completion of a pre-employment drug screen and background check. As marijuana is an illegal substance under federal law, testing positive for marijuana (medical or otherwise) or any other substance for which the county tests will result in the contingent offer of employment being revoked. Successful completion of the drug screen is defined as obtaining a negative result.

Benefits

For all temporary positions, sick leave and our Employee Assistance Program are available and other benefits may be available.

Larimer County offers the following for all Regular/Limited Term positions:

- Medical, Dental, and Vision Benefits.
- Flexible Spending Accounts / Health Savings Account
- Short and Long Term Disability.
- Employee Assistance Program
- Basic Life/Accidental Death & Dismemberment
- Accident Insurance
- Critical Illness Insurance
- Retirement Plan 401(a) with employer match.
- 457(b) Deferred Compensation.
- Paid time off including vacation, sick and holidays.

[Click here](#) to view information on Larimer County's Benefits.

Larimer County is an Equal Opportunity Employer, and prohibits discrimination and harassment in all employment practices on the basis of race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), national origin, marital status, disability, genetic information, age, military status, or any other characteristic protected by law or regulation.

Recruitment Contact:

Email nyerm@co.larimer.co.us or call 970-498-5510.

Position #202300218
EMERGENCY COMMUNICATIONS OPERATOR (911
DISPATCHER)
RN

recruiting@co.larimer.co.us

Emergency Communications Operator (911 Dispatcher) Supplemental Questionnaire

- * 1. Are you a current employee of the Larimer County Sheriff's Office?
 Yes
 No
- * 2. Are you at least 18 years of age?
 Yes
 No
- * 3. Do you currently possess at least a high school diploma or GED certificate?
 Yes
 No
- * 4. Have you ever been convicted of a felony?
 Yes
 No
- * 5. Have you ever been convicted of assault of any kind?
 Yes
 No
- * 6. Have you ever been convicted of domestic violence?
 Yes
 No
- * 7. Have you ever been convicted of, or received a deferred sentence, deferred judgment, or a deferred prosecution for a petty offense, misdemeanor traffic offense, (excluding civil traffic infractions), municipal code violation (excluding civil traffic infractions), misdemeanor, or felony, or been adjudicated as a juvenile for an offense that is public record? A yes answer does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.
 Yes
 No
- 8. If you answered "Yes" to the question above, please list and explain the offense(s), location, nature, and facts of the offense and the final disposition of the charges.

- * 9. Have you ever tried or used any illegal drugs, including prescription medication not prescribed to you (not including marijuana)?
 - Yes
 - No
- * 10. List types of illegal drugs and the date of last use. Month and year. (If you have never tried or used any illegal drugs, state "Never tried.")
- * 11. Within the last two years, have you tried or used any form of marijuana, including edibles?
 - Yes
 - No
- * 12. List date of last marijuana use. Month and year. If you've never tried any form of marijuana, enter "n/a".

* Required Question