

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
21-25		Until Filled

POSITION: Dispatcher

LOCATION: Big Horn County Dispatch Center

SALARY: \$17.50 per hour, plus benefits; Union Bargaining Unit position

DUTY HOURS: Rotating shifts of 40 hours per week

MAJOR DUTIES: Performs work in a dispatch center and receives requests from the public via telephone for emergency personnel or other agency services and transmits such requests for service to appropriate personnel in law enforcement, ambulance, fire, and other agencies; closely monitors all dispatched calls to ensure the security and safety of responding personnel; operates all law enforcement communications systems; records and maintains records of reported incidents; position is the first contact point for emergency services and frequently handles information dealing with life-or-death situations; may assist as a detention officer if needed. Other duties as assigned.

QUALIFICATIONS: Dispatcher applicants must be a high school graduate or equivalent and never been convicted of a felony. Some work experience needed, preferably in an office setting dealing with the public; basic computer skills required; knowledge of the County desirable. Position requires that no visual, audio, or speech impairments exist that would interfere with effectively performing the duties and responsibilities as a dispatcher and requires substantial and constant contact with the public, fellow employees, and multiple agencies, often demanding tact and diplomacy, and maintaining confidentiality. Must be certified to access CJIN and be 9-1-1 certified within six (6) months of employment and become P.O.S.T. certified and EMD (Emergency Medical Dispatch) certified within twelve (12) months of employment; must maintain continuing education and re-certification requirements during employment. Must possess a valid Montana Driver License and must be an insurable driver.

TESTING: A written test and oral interview will be administered.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Countywide

HOW TO APPLY: Submit a Big Horn County public safety employment application (include driving record if from a state other than Montana in last five (5) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email humanresources@bighorncountymt.gov.

DEADLINE: Applications are reviewed weekly.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.