

Communications Specialist

Scotts Bluff County Communications and E 9-1-1 Center has an opening for a full time Communications Specialist. Work includes operating a computerized radio console, receiving and dispatching both emergency and non-emergency calls for Law Enforcement, Fire and Medical units. Additional work will include, but is not limited to: operating an enhanced 9-1-1 phone system, National Crime Information teletype systems, receiving and prioritizing complaints from citizens, monitoring of fire and burglary alarms, and maintaining accurate radio logs and records. The center is staffed 24 hours a day. Work hours are fixed 10-hour shifts. Holidays and weekends will be worked. Desirable abilities: listening and understanding radio communications on multiple frequencies, using various computer programs; including Computer Aided Dispatch, maintaining confidentiality of all records and information received and transmitted to police units, multi-tasking during stressful situations, following both oral and written instructions, using a multi channel two-way communications radio system. Requirements: 21 years or older, High School Diploma or equivalent. All applicants are subject to a complete Criminal Background investigation. Those meeting the qualifications and passing background checks shall be notified of the date for a written/multi-task hearing test. Candidates successfully passing both background and testing shall be interviewed. To apply submit cover letter, resume, and County application to: Personnel Department, 1825 10th Street, Gering, NE 69341, by end of business day March 11, 2009. For additional information please call 308-436-6718 or go to www.scottsbluffcounty.org/personnel.htm Scotts Bluff County is an EOE/AA.