



CUSTER COUNTY SHERIFF'S OFFICE

SHERIFF MARTY MECHALEY

420 MT RUSHMORE ROAD, CUSTER, SOUTH DAKOTA, 57730

PHONE: (605) 673-8146 FAX: (605)673-8154



JOB ANNOUNCEMENT

The Custer County 9-1-1 Communications Center is accepting applications for **Full-Time Emergency Dispatcher**. Custer County offers an excellent benefit package and is a member of the South Dakota Retirement System. Starting wage is \$15.62 to \$16.08 per hour. Applicant must be willing to work any shift, including nights, weekends, and holidays. Position is open until filled.

GENERAL DEFINITION OF WORK:

- Must perform tasks necessary for the operation of a combined communication center service: Fire Departments (urban and rural), County Sheriff's Department, Police Departments, Ambulance services (urban and rural), Life flight and any other agency deemed necessary.
- Receives emergency and non-emergency calls, from the public, dispatchers, and law enforcement agencies via telephone, radio systems and CAD systems.
- Calls are completed in accordance with established local procedures as governed by Communications Council and the Federal Communications (FCC) Rules and Regulations.
- Must operate computer terminals for specialized access with various automated data banks in compliance with applicable laws.
- Works in a confined area and remains seated for long periods of time entering data into various computer systems.
- Must be able to work different shifts with possible mandatory overtime, holidays and weekend as needed.
- Assigns appropriate public safety personnel for routine and emergency calls for service.
- Performs other duties as assigned, including notifying supervisor of any concerns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively and calmly, courteously and clearly, both verbally and in writing, speaking distinctly, and promptly. Communicates with irate, hysterical, aggressive and/or abusive individuals while maintaining composure and attempting to verbally calm them.
- Hears in normal range.
- Ability to simultaneously listen and comprehend both telephone and radio traffic.
- Comprehends and applies County/City ordinances, policies and procedures.
- Ability to document all activity, locations and status in the computer aided dispatch system for public safety personnel, quickly disseminating any additional information.
- Ability to establish and maintain effective working relationships with other personnel, agencies and the public.

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) will be the minimum level of education that will be considered.
- Must be 18 years of age and a U.S. citizen.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to learn law enforcement terminology and procedures.
- Must not have any felony convictions and pass a background check.
- Must successfully complete the state mandated 911 Basic Course within one year of hire.
- Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word
- Hearing: Perceiving the nature of sounds without major correction
- Repetitive motions: Substantial movements (motions) of the wrists, hand and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting
- Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work

Applications are available on the Custer County website at <http://custercountysd.com/human-resources/> or by contacting Tim Holland, Custer County Human Resource Director, 420 Mt. Rushmore Rd., Custer, SD 57730. Phone 605-673-8134 or FAX 605-673-8150. Applicants must fill out and submit a Custer County application. Applications will be accepted until filled. Custer County is an equal opportunity employer.