



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET
MULTIPLE POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: EMERGENCY
COMMUNICATIONS OPERATOR

DEPARTMENT: EMERGENCY SERVICES

PROBATIONARY RATE: \$19.41 /HOUR (1 YEAR)

**CONSIDERATION FOR LATERAL
COMPENSATION WILL BE GIVEN FOR
PRIOR EMERGENCY DISPATCHING
EXPERIENCE

SCHEDULED HOURS: 40 HOURS PER WEEK/12 HOUR SHIFTS
(NON-STANDARD WORK WEEK -
NIGHT SHIFT)

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS A CONTINUANCE POSTING AND WILL
REMAIN POSTED UNTIL ALL POSITIONS ARE FILLED

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH
QUESTIONS AT: 513-695-1747.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Emergency
Communication's Operator

Incumbent:

Class Title:

Department:	Emergency Services	FLSA Status:	Non-exempt
Reports To:	Communications Supervisor	Civil Service Status:	Classified
Pay Rate:	Established by Work Rules	Employment Status:	Full-time
Probation:	1 Year	Lunch:	Paid
Work Hours:	Rotate on an annual basis due to bid process/40 hour weeks		

JOB RESPONSIBILITIES

Under general supervision, operates radio, telecommunications and computer equipment; processes telephone and/or radio calls/complaints and dispatches appropriate emergency service agency; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Completion of secondary education is mandatory or its equivalent; possesses geographical knowledge of the County, coursework and/or work experience as a Police/Fire/EMS dispatcher, or training and work experience which evidences a basic knowledge of emergency dispatching, geography of the county and a demonstrable ability to speak clearly and effectively; and/or equivalent combinations of training and/or work experience is mandatory; an example of an acceptable qualification for this position is: work experience which indicates a knowledge of emergency dispatching, a knowledge of regulatory requirements, communications and a demonstrable ability to perform the duties of a communications dispatcher. Emergency medical dispatch and emergency fire dispatch) training preferred, otherwise will be provided at the earliest opportunity.

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. LEADS Certification (acquired during probationary period).
2. Emergency Medical Dispatch Certification (acquired during probationary period).
3. Emergency Fire Dispatch Certification (acquired during probationary period).
4. 40 hour Emergency Telecommunicator Training Course (acquired during probation).

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 2 of 3

ESSENTIAL FUNCTIONS:

1. Receives and transmits radio communications (e.g., dispatches police, fire and EMS to geographic location of complaint; dispatches proper number of units and equipment; coordinates back-up support with other jurisdictions, etc.).
2. Receives emergency and non-emergency requests from the public and service agencies while obtaining and documenting pertinent information.
3. Maintains confidential information and records.
4. Operates equipment (e.g., computer terminal, telephones, radios, etc.).
5. Receives and verifies vehicle license and registration information.
6. Analyzes, enters, clears, queries, or cancels entries in local, L.E.A.D.S. and N.C.I.C. computer systems.
7. Receives and disseminates information to other agencies.
8. Demonstrates a regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. May serve as ECO-in-charge as required.
2. May provide training for other communication employees.
3. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: agency policies and procedures; FCC rules and regulations; geography of Warren County.

Ability to: communicate effectively; exercise sound judgement and demonstrate calm handling of clerical and/or stressful situations; develop and maintain working relationships with associates, law enforcement agencies and the general public; collect, analyze and interpret data; prepare and maintain accurate documentation; operate computer terminal for extended periods of time.

Skill in: operation of multi-band base radio; Computer Aided Dispatch system, telephony while multi-tasking with all.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. This position is considered essential. I understand that I may be required to work additional hours before and after my shift or called in on my days off to meet the needs of the department and County. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:

Date Revised:

posdes.15

**WARREN COUNTY COMMISSIONERS
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