

POSITION RECRUITMENT ANNOUNCEMENT

Eureka County is currently accepting applications from all candidates for the position of:

Dispatcher I

This position is under general supervision, receives, evaluates and processes emergency and non-emergency calls for the County Law Enforcement, Fire and EMS Departments; answers inquiries for information from general public as well as other criminal and non-criminal justice agencies; dispatches patrol, fire and EMS units; maintains, types and files various records and documents; interacts with the general public, criminal and non-criminal agencies in person and via telephone.

This position reports to the Sheriff's Communications Supervisor.

This is a full-time non-exempt position (eligible for overtime pay) that requires assignment to varying, rotating shift work on a 24 hour basis, Salary Range 117.

Required qualification include be a high school graduate or possess a G.E.D. and have at least one (1) year of clerical work experience that includes the use of technical manuals and computer terminals. The ability to work without supervision or immediate assistance on all shifts; stress of emergency or rapid changing circumstances; noise and distractions from radios, telephones and conversations. Training for this position will include a Communication Training and Evaluation Program, which lasts a minimum of eleven (11) weeks.

Special Requirements: Ability to successfully pass a background investigation to qualify for and maintain certification to operate NCIC, CJIS and related computers.

A complete Job Description and application can be obtained at www.co.eureka.nv.us.

Applications must be submitted to Human Resources / Comptroller personnel by email to ktodd@eurekacountynv.gov, 10 South Main Street, Eureka, Nevada 89316 on an on-going basis until filled.

NOTE: Qualified applicants will be required to participate in a battery of pre-employment testing and an interview process prior to a background investigation.

Eureka County is an Equal Opportunity Employer