



LAWRENCE COUNTY 9-1-1 JOB VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
JOB TITLE	9-1-1 Dispatcher	
STATUS	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary Office hours: 7a-7p and 7p-7a Occasional overtime may be required.	
PAY GRADE	Grade 6, Step 1 (\$13.75p/hour minimum)	
GENERAL STATEMENT OF DUTIES	Serves as a Dispatcher for the Lawrence County Emergency 9-1-1 Communication District; performs related work as required.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Ability to read, write, spell and speak in clear and concise English. • Ability to learn correct telephone answering techniques, policies and procedures. • Ability to learn correct public safety dispatching techniques, policies and procedures for law enforcement, fire and EMS. • Ability to follow oral and written instructions. • Ability to deal tactfully with the public and other employees. • Ability to work in a confined area and wear a radio/telephone headset. • Ability to remain calm during emergencies and to obtain relevant information from callers who are in stressful situations. • Ability to learn to accurately enter information in the CAD system while receiving information by telephone and radio. • Ability to learn and interpret computer and paper maps. • Ability to learn radio codes and the phonetic alphabet. • Ability to type at not less than 35 words per minute in clear text. • Ability to learn primary roads, streets, areas, major buildings, and industrial and public facilities within the Lawrence County 9-1-1 boundaries. 	
EDUCATION	<ul style="list-style-type: none"> • Must have a high school diploma or GED, and one year experience working in public contact employment. • Ability to pass a full police background investigation and drug screening test. • Ability to obtain Emergency Medical Dispatcher certification. • Ability to obtain CPR certification for infants, children, and adults. 	
HOW TO APPLY	<p>Employment applications are available from the Lawrence County 9-1-1 Office located at 555 Walnut Street, Moulton, AL 35650.</p> <p>Completed employment applications, with current resume (if applicable) must be returned to the Lawrence County 9-1-1 office. Applications and resumes may be delivered in person at the above address or mailed to: Lawrence County 9-1-1 555 Walnut Street, Moulton, AL 35650. Emailed to: jjones@lawcoema.com Faxed to: 256.974.0603</p>	

Lawrence County 9-1-1 is an Equal Opportunity Employer.

We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or any other protected status.