

******PLEASE POST******

Lake County is ACCEPTING APPLICATIONS from individuals who are interested in taking the WRITTEN EXAMINATION for RADIO DISPATCHER.

ANY OFFER OF EMPLOYMENT IS CONDITIONAL ON THE SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT POLYGRAPH, PSYCHOLOGICAL TEST, TYPING TEST, AND MEDICAL EXAM, WHICH INCLUDES A DRUG AND ALCOHOL SCREEN.

**RADIO DISPATCHER (EMERGENCY 911)
SHERIFF'S OFFICE - LIBERTYVILLE**

SALARY
\$17,9683 HOURLY

HOURS

5 DAYS, ROTATING DAYS OFF, INCLUDING WEEKENDS

NOTE: An independent review committee will carefully analyze and review all applications that successfully pass the written exam. Any candidate satisfying the qualifications will be notified to complete a typing test and scheduled for the first of two oral interviews.

DESCRIPTION OF DUTIES

Under general supervision, performs work of moderate difficulty in providing emergency and administrative police dispatching services in the central communications facility of the Sheriff's Office. Responsibilities include answering incoming calls from the public, inquiring as to the nature of calls, routing calls and receiving, transmitting, and monitoring messages on teletype network. Employees broadcast police information to mobile and/or stationary units. Duties include receiving and transmitting police, and transferring fire and Emergency Medical Service (EMS) messages using a Computer Aided Dispatch (CAD) System and Emergency 911 System.

SPECIAL SKILLS OR QUALIFICATIONS REQUIRED

Knowledge of the Federal Communications Commission Rules and Regulations. Working knowledge of the 10-code operating signals. Knowledge of federal, state, county and city laws or ordinances. Knowledge of radio transmitter equipment, frequency controls, the phonetic alphabet and 11 codes. Knowledge of the practices governing the operation of a central communications facility. Ability to demonstrate a highly motivated attitude and willingness to learn. Ability to maintain unbiased and professional communications with citizens. Ability to provide information regarding the location of streets, roads, and highways within the County. Ability to present a clear and pleasant speaking voice, articulating messages in a concise manner. Ability to listen to telephone and dispatch radio simultaneously and to hear well with background noise. Ability to think clearly and act quickly in emergency situations. Ability to read, write and speak clear and concise business English. Ability to draw reasonable and logical conclusions from information which is dissimilar. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions, and deal with a variety of abstract and concrete variables. Ability to use a computer; touch typing skills required. Good knowledge of PC operations and software are required.

SUGGESTED TRAINING AND EXPERIENCE

Completion of a standard high school program or equivalent. Ability to meet all State qualifications. Ability to pass and maintain all certifications required including but not limited to : LEADS, Hazmat and TDD. Willingness to work weekends, holidays and all shifts required. Overtime may be required. Shift selection is done by seniority shift bidding. Ability to type a minimum of 30 wpm.

TO APPLY

Please obtain an application packet from Human Resources, 18 North County Street, 7th Floor, Waukegan, Illinois. The application must be returned to the Department of Human Resources in person to avoid scheduling problems. Upon return of the application, you will receive a date, time, location and other pertinent instructions for the test. For information contact: (847) 377-2700.

NOTE: APPLICATIONS WILL BE ACCEPTED UNTIL AUGUST 11, 2005.