

WASHINGTON COUNTY (Wisc.) SHERIFF

COMMUNICATION OFFICER

To meet the growing demands of its service area, the Washington County Sheriff's Department is establishing an eligibility list to fill current part time and full time Communications Officer Positions. This list will also be used to fill future openings.

We are looking for energetic, caring individuals who want to be part of the Sheriff's Department team serving the citizens of Washington County. Communication Officers hold a civilian position in the 24/7 Emergency Dispatch Center. The center dispatches for the Sheriff's Department, five Police Departments and 14 Fire and Rescue agencies. Washington County is currently planning a new, state of the art Communications Center.

You will be answering emergency 9-1-1 calls using the latest location and mapping technology available. Using a CAD system (Computer Aided Dispatch), you will be dispatching Deputies and Police Officers, paging out Fire and EMS units and assisting the general public throughout your shift. Typical calls will range from stray animals to motor vehicle accidents, to medical rescue calls, thefts and Felony crimes in progress. This is a very challenging but rewarding career.

Some of the duties and expectations for this position:

- Receive and transmit messages to and from squad cars, other stations and other terminals using radio, telephone and teletype equipment.
- Comply with all department Standard Operating Procedures, Official Orders and Directives.
- Successfully meet or exceed the minimum standard or performance levels of those Standard Operating Procedures or Directives that require periodic testing to remain certified.
- After training, be able to efficiently and effectively operate a Computer Aided Dispatch (CAD) System.
- Receive calls-for-service and assign law enforcement officers, fire departments, rescue units, highway departments, wreckers, and other resources to an incident. Prioritize calls-for-service.
- Obtain and maintain teletype operations certification.
- Attend and satisfactorily complete all in-service training, on-the-job training and specialized schools and classes, as required. All required training is on the job and paid.
- Perform such others duties as may be required.
- You would be working under the general direction of the Communication Supervisor Sergeant.

Necessary requirements:

1. Must be a U.S. citizen and attained the age of 21 by final application date.
2. Possess an unrestricted Wisconsin driver's license with vision correctable to 20/20.
3. Shall not have been convicted of a crime equivalent to a felony or serious misdemeanor under Wisconsin law.
4. Must have a high school diploma or GED equivalent.
5. Must be able to pass security clearance, must pass a required physical exam and drug testing prior to employment.
6. Maintain good physical condition with weight proportioned to height.
7. Must apply or bring in application in person before deadline & pass keyboarding test with a minimum speed of 40 w.p.m. to be eligible for written Communications Officers exam. NO MAIL APPLICATIONS ACCEPTED.

Prior Communications Officer experience, and computer experience preferred, but not required. Social Security Card and Drivers License required for verification. Starting salary \$18.04/hr. as of July 1, 2007 with a top salary of \$22.80/hr. after 5 years.. Standard County Application and Keyboarding Test Deadline is 4 p.m., June 20 2007 in the Human Resources Department.

Residency within Washington County must be established within ninety (90) calendar days of the date of the original appointment date. As of July 1, 2007 the starting salary is \$18.04/hr., with a top salary of \$22.80/hr. after 5 years.

STAFFING

The Sheriff's Department has nearly 200 employees including the 11 Communications Officers. We are expanding that level to 13. The dispatch center is currently staffed with 2 Communication Officers per shift, 7 days a week 24/hrs a day. We work a 5/2, 5/3 rotation which means you work 5-8 ½ hr days and have 2 off, then work 5 – 8 ½ hr days and have 3 days off.

To Apply:

Visit our Web site at:

<http://www.co.washington.wi.us/washington/departments.jsp?dept=PER&service=14>