



Yavapai County Government - Employment Opportunity

Job No. 2015 - Dispatch Communications Supervisor Sheriff Prescott

Status: Full-time

Salary: \$19.78 per hour

Classification: Classified, Non-Exempt

Open Date: 07/01/2009

Close Date: 07/14/2009 at 5:00 P.M.

Position Summary: Under general supervision performs technical work of moderate difficulty in the supervision of public safety communications operations; performs related work as required or assigned.

TYPICAL DUTIES

Plans, schedules, coordinates and reviews the work of communication operations personnel in receiving and transmitting public safety messages for a twenty-four (24) hour operations basis; analyzes the effectiveness of existing communications procedures; prepares reports; assists in the selection and training of personnel; performs various clerical tasks; functions as a Dispatch/Communications Specialist.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of: communications system operations; laws, rules and regulations governing the dispatch process and use of dispatch equipment; County geography.

Working knowledge of: proper two-way radio and telephonic communication techniques and codes; the principles and practices of leadership, training and supervision.

Considerable skill in: recording information clearly and completely.

Ability to: establish and maintain working relationships with employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing; reacting quickly and calmly in emergency situations; work rotating shifts which include weekends and holidays; work in a confined area; communicate orally and by telephone with public and employees in a face to face setting; observe or monitor objects, data, and/or behavior to determine compliance with prescribed operating or safety standards; use graphic visual aids, blueprints, schematics, or layouts; work in small, cramped areas; operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements; enter data into a keyboard device; review or check the work of others to ensure conformance to standards; remain in a sitting position for extended periods of time.

Minimum Qualifications: Must type thirty (30) words per minute; two (2) years public safety dispatch/communications experience required; successful completion of polygraph and psychological examinations; successful completion of a background examination including no felony convictions.

Preferences: Experience in fire dispatch communications.

Apply online at <http://www.co.yavapai.az.us/employment>
or call (928) 771-3252 for more information.

Employee Benefits

Yavapai County offers a comprehensive employee benefits package to regular employees working 36 hours or more per week that includes:

- 10 Paid Holidays per year
- 15 days Paid Time Off (PTO)
- Catastrophic Sick Leave (CAT)
- Employee Assistance Program
- Employer Paid Health, Dental, Vision and Life Insurance

Yavapai County is an Equal Opportunity Employer.

We provide equal access and equal opportunity in employment and services and do not discriminate.



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- Retirement Plan
- Short-Term Disability Program
- Tuition Reimbursement Program

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