



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

Full & Part-Time Emergency Telecommunicator Position(s)

Under the general supervision of the Executive Director, Deputy Director, and Dispatch Supervisors; the Emergency Telecommunicator (Dispatcher) receives, processes, and dispatches 9-1-1 calls and non-emergency calls for police, fire and/or emergency medical services.

A complete job description for this position is posted on our website at www.calhouncounty911.org/employment.html

Wage: **Full Time**-\$17.60 - \$23.90 per hour (8 Steps) **Part Time**-\$14.55-17.60 per hour (2 Steps)

Minimum Requirements: High School diploma or GED. Basic LEIN training or completion within twelve (12) months. Medical Priority Dispatch EMD training, or completion within twelve (12) months. Ability to effectively communicate orally and remain calm in emergency situations. Data entry or related computer experience with ability to read maps, ability to distinguish colors and other printed material. Preferably two (2) years experience demonstrating ability to maintain confidentiality and loyalty. Michigan Driver's License, proof of insurance and own transportation, required.

Status: Full Time (12 hour shift work) and Part Time

Location: Calhoun County Consolidated Dispatch Center – Marshall, MI

Position Opening: **November 21, 2018**

Position Closing: **January 4, 2019**

Qualified applicants must submit the following items in order to be considered as having applied for the position(s): Letter of Interest, Updated Resume, and a *Calhoun County Consolidated Dispatch Authority* Application for Employment.

Applications can be found on the Calhoun County Consolidated Dispatch Authority website at <http://www.calhouncounty911.org/ccdaemployment.html> or can be picked up in the Calhoun County Consolidated Dispatch Administrative Office at the Calhoun County Administration Building in Marshall (315 W. Green St., Marshall, MI 49068).

Completed application packets must be received at the following location by **4 P.M.** on **January 4, 2019**:
Calhoun County Consolidated Dispatch Authority
Administrative Office (1-800)
RE: Emergency Telecommunicator Position