



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**-\$17.95 - \$24.39 per hour (8 Steps) **Part Time**-\$14.84 - \$17.95 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: **August 11, 2020**

Position Closing: **Until Filled**

Qualified applicants must submit the following items 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). Please make prior arrangements for pick up.

Completed application packets can be faxed to 269-781-2530; mailed to 315 W Green St, Marshall, MI 49068; emailed to kchism@calhouncountymi.gov; or placed in our office drop box at the Calhoun County Dispatch Administration Office Suite 800-1 (315 W. Green St., Marshall, MI 49068).

RE: Emergency Telecommunicator Position

315 West Green Street * Marshall, MI 49068 *** (269) 781-0911**