

Noble County E-911 Communications Center

Open Position: Communications Officer

Potential Part-Time and Permanent Part-Time

Posting Opens: Friday May 25,2018

Open until filled

Primary responsibilities for this position include management of all incoming emergency, administrative calls, and all radio traffic required for the department. Position requires gathering pertinent information from the public, other law enforcement agencies, fire departments, etc. and disseminating that information appropriately and professionally through radio dispatches and other forms of communication. Position requires good listening and communication skills, typing skills, the ability to multi-task, handle routine and emergency radio transmissions, operate dispatch equipment and computers, and pass all required certifications. Experience is preferred but not required.

Applicants must have earned a high school diploma or GED, must be at least 18 years of age, and must not have any criminal convictions.

Part-Time dispatcher works a maximum of 28 hours per week. This opening is for part time position with no benefits. Salary will be announced when hired.

Applications can be obtained at The Noble County Sheriff's Department at 210 S. 7th St, Albion, IN or the department website, www.noblecountysheriff.org. Please submit your application to the Noble County Coordinator located at the Noble County Auditors Office 101 N. Orange Street Albion In,46701.

Mitch Fiandt

E-911 Director