

## **Noble County E-911 Communications Center**

### **Open Position: Communications Officer FULL TIME**

OPENING DATE: Friday July 13, 2018

CLOSING DATE:: 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.

Dispatchers work a 4/2 schedule with some holidays and weekends required.

This opening is for a potential full-time position with benefits. Annual salary, after the 90 day probationary period, will be 36,981

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](http://www.noblecountysheriff.org). Please submit your application to the Noble County Coordinator located in the Noble County Auditor's Office 101 N. Orange St Albion In. 46701

Mitch Fiandt  
911 Director

