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| Job Title: | Dispatcher/Jailer | | |
| Department/Group: | Grant County Sheriff's Office | | |
| Location: | 219 North Front, Medford, OK | | |
| Level/Salary Range: | \$25,920.00 Trained | Position Type: | Full Time & Part Time |
| HR Contact: | Undersheriff Tim Wilkerson | Date posted: | 08-12-15 |
| Applications Accepted By: | | | |
| FAX OR E-MAIL: (800) 519-5601 or admin@grantcountysheriff.org Subject Line: Job Application Attention: Undersheriff Tim Wilkerson or Kristan Travis | | MAIL: Undersheriff Tim Wilkerson Grant County Sheriff's Office 219 North First Medford, Ok 73759 | |
| Job Description | | | |
| ROLE AND RESPONSIBILITIES | | | |
| <p>The Dispatcher protects the public by receiving telephone calls for service, including police, fire, ambulance, and public assistance; dispatching emergency and non-emergency equipment and personnel; providing information. Jailers provide a safe and secure community through supplying high quality, cost-effective services aimed at having a positive impact on our community and on the persons we detain while maintaining a safe, secure and humane facility.</p> <ul style="list-style-type: none"> • Responds to crimes and polices emergencies by dispatching appropriate police patrol units to investigate; relaying instructions and questions from field units. • Responds to fire and medical emergencies by dispatching appropriate police patrol units to investigate; relaying instructions and questions from field units. • Ensures adequate area-wide protection by monitoring and maintaining status of assigned public safety personnel and equipment; monitoring and disseminating information from national, state and local law enforcement computer networks; initiating corrective actions. • Operates electronic communication systems and equipment by operating communication consoles, two-way radios, telephone systems, paging systems, various computers, manual and computer-aided dispatch systems. • Keeps systems and equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs. • Maintains operations by following policies and procedures; conducting database back-up procedures; reporting needed changes. • Documents actions by completing forms, reports, logs, and records. • Updates job knowledge by attending educational workshops; reading technical publications. • Enhances public safety reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. • Ability to conduct self in a professional manner is a must • General typing and computer skills • Strong organizational skills and the ability to multi-task • Booking inmates; maintain inmate files • Enters and verify active warrants; recall warrants. | | | |

QUALIFICATIONS AND EDUCATION REQUIREMENTS

18+ Years of Age

Valid Driver's Licenses

High School Diploma or Equivalent

Must pass Background Check

OLETS Certification (in house training)

Emergency Police Dispatch Certification (in house training)

Jail School Certification (in house training)

PREFERRED SKILLS

Basic Computer Knowledge

Microsoft Office (Word, Excel, etc)

Typing

Communication Skills

ADDITIONAL NOTES

Certifications must be obtained after in house training. These Certifications are required to continue employment after training period.

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| Reviewed By: | Undersheriff Tim Wilkerson | Date: | December 9, 2014 |
| Approved By: | Sheriff Scott Sterling | Date: | December 9, 2014 |
| Last Updated By: | Kristan Travis, Dispatch Supervisor | Date/Time: | December 9, 2014 |