

BINGHAM COUNTY DEPARTMENT of HUMAN RESOURCES

501 North Maple #202
Blackfoot, ID 83221

Nathan Satterthwaite, Director
Julie Conan, Technician

Phone #: (208) 782-3110
Phone #: (208) 782-3111
Fax #: (208) 782-2681

January 15, 2016

BINGHAM COUNTY, IDAHO

Position: 911 Emergency Services Dispatcher
Salary: \$15.13/hour - Full-time/Eligible for County Benefits
Closing Date: Open Until Filled

Purpose Of Class/Primary Function

The principal function of an employee in this class is to answer emergency and non-emergency calls for police, fire, medical and other emergency services using a multi-line telephone and 911 systems. Employees in this class are responsible for fast, efficient, and accurate receiving, dispatching, and processing of calls and messages from and to fire, police, and emergency medical services vehicles and personnel on an assigned shift. The work is performed under supervision of the Dispatch Supervisor with direction from the Lead Dispatcher. Some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, frequently under stressful conditions.

The 911 Emergency Services Dispatcher position requires, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally. The employee is regularly required to sit; stand; walk; bend; stoop, and stretch. The employee is frequently required to use hands to operate a computer keyboard, radio and communications equipment, and standard office equipment; to handle or feel; and to reach with hands and arms.

Minimum Requirements

Must have a high school diploma, GED certificate, or school transcripts
Must be at least 18 years of age
Must have a valid Idaho Driver's License
Must be able to type 55 WPM (<i>A typing certificate (test) will need to be obtained through the Department of Labor</i>)
Must have no Felony convictions
Must have no Misdemeanor convictions within the last 5 years
Must be able to pass a background check (criminal-character-credit), polygraph test, and a pre-employment drug screening

Disqualifying Drug Usage

Sale, delivery and/or cultivation of any controlled substances including but not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin, prescription drugs without a legal prescription and/or license and hallucinogenic drugs; such as LSD, mushrooms, and acid
Use of marijuana within the past year
Use of synthetic substances such as "spice" within the past year
Any use of illegal hard drugs to include: meth, heroin, cocaine, LSD, PCP
If use of marijuana and/or synthetic drugs, such as spice, is between one and three years, please contact Chief Deputy Jeff Gardner for additional information.
If use or abuse of prescriptions drugs, even those not prescribed to you, is between one and three years, please contact Chief Deputy Jeff Gardner for additional information.

Bingham County is an Equal Opportunity Employer

Employment Requirements for a 911 Emergency Services Dispatcher

Must have the ability to work rotating shifts (days, nights, weekends, and holidays)
Must be able to spell correctly
Must be able to speak English clearly and concisely
Must be able to perform multiple tasks efficiently
Must have excellent written and oral communication skills
Must be able to make decisions in all emergency situations
Must be able to relay information with speed and accuracy
Must have sufficient hearing to use a telephone and radio headset
Must be able to successfully complete the 16 week Dispatcher training program
Must obtain certification as an Emergency Medical Dispatcher with certification in First Aid and CPR
Must be able to successfully complete the Idaho POST Basic Dispatch Academy
Must be able to obtain a Notary Public Certification
Must be able to complete the 1 year probationary period
Must be able to obtain Idaho Law Enforcement Teletype System (ILETS) and NCIC certification

Items that must be attached to the Sheriff's Office Application

A copy of your high school diploma or GED certificate
A copy of your valid Idaho Driver's License
A Resumé
A copy of your Typing Certificate (test) from the Department of Labor

Benefits

Bingham County offers a competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.co.bingham.id.us, then click on Human Resources and that will take you to our web page and on the right side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

How to Apply

You will need to pick up the Application at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.co.bingham.id.us. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you chose to mail it, the postmark must be by the closing date of this job posting. You may also fax the paperwork to (208) 782-2681 or email it to: jconan@co.bingham.id.us.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Patty Walters in HR will notarize this page for you.

If you do not fill out the application completely or do not attach the required documentation, you will not be considered for this job posting.