

Job Opening Form



COMPANY NAME	Yavapai County Sheriff's Office		
ADDRESS	255 East Gurley Street	CITY	Prescott
JOB TITLE	Public Safety Telecommunicator		
SALARY	\$38,062		
OPENING DATE	1-7-2022	CLOSING DATE	09-30-2022

JOB DESCRIPTION

Role
Responsible for receiving, transmitting and monitoring radio communications to and from fixed or mobile transmitters; to operate a telephone exchange and teletype equipment and for dispatching proper equipment and personnel to expedite work operations.

Major Duties, Responsibilities
Answers the telephone and all systems and receives emergency calls from citizens, law enforcement agencies or fire departments requesting/reporting emergencies, information and assistance. Documents pertinent information into the Computer Aided Dispatch System. Determines proper personnel response and dispatches units.

Enter information into a Computer Aided Dispatch (CAD) system and quickly prioritize and assign call for service; update unit activities; communicate, track and monitor the status, location and availability for units. Manage communications of emergency personnel responding to incidents operations during events such as active shooter and officer down responses.

Taking protective actions for first responders by providing life-safety information during responses; analyzing conflicting and/or limited location information to direct first responders to the scene; negotiating with suicidal callers or hostage takers; and deploying to the scene of planned events, major emergencies, or ongoing incidents.

Perform records inquiries (e.g. registration, drivers' license, wanted persons); provide criminal history information or national crime history; enter records into manual and automated systems.

Provides general information to the public.

Attends meetings and trainings as per departmental requirements.

Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Minimum Qualifications
Experience:
No experience needed

Education: High school diploma or GED	
HOW TO APPLY	
E-MAIL:	
TELEPHONE:	928-554-8611
ONLINE:	www.ycsojobs.com