EMPLOYMENT NOTICE
PART-TIME DISPATCHER

Position: Dispatcher
Location: Sheriff’s Office – Pine City

Union: AFSCME-Corrections Officer/Dispatcher
FSLA Status: Part Time, Non-Exempt

ESSENTIAL DUTIES:
- Responsible for operating the Pine County emergency communications center, including receiving complaints via 911 emergency, non-emergency phone lines, or in person.
- Maintains communication with the State Bureau of Criminal Apprehension (BCA), via state computer.
- Runs requested criminal checks and license plate checks as requested by field personnel.
- Determines the type of complaint and issues a Call For Service, via Computer Aided Dispatch software, with necessary data on the type and nature of call.
- Serves as Sheriff’s Office switchboard, routes calls to sheriff’s staff as necessary.
- Monitors all radio frequencies, weather stations, and data terminals and relays information to the deputies, ambulance crews, fire crews, and other agencies as deemed necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:
High School diploma or equivalent, technical degree in communications. One-year experience as a dispatcher is preferred, but not necessary. Type 40 WPM.

APPLICANT INFORMATION:
All applicants must complete a county application Resumes alone will not be accepted.
Contact Pine County Administrator’s office for applications or download the applications on the web site at www.co.pine.mn.us under Quick Links: Employment Opportunities and mail to the County Administrator’s Office.

PINE COUNTY PERSONNEL SYSTEM
CLASSIFICATION: Dispatcher
PAY GRADE: Grade 7, $20.74/hr
RATING METHOD: Final candidate names will be interviewed/tested.
CLOSING DATE: Accepting applications until position is filled.
First review 9-15-20

Pine County is an Equal Opportunity Employer/Affirmative Action Employer