

**PINE COUNTY**  
ADMINISTRATOR'S OFFICE  
635 NORTHRIDGE DRIVE NW SUITE 200  
PINE CITY, MN 55063  
1-800-450-7463  
FAX (320) 591-1628

DATE POSTED: February 21, 2019

Deadline: March 15, 2019

**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](http://www.co.pine.mn.us) under *Quick Links: Employment Opportunities* and mail to the County Administrator's Office.

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**PINE COUNTY PERSONNEL SYSTEM**

**CLASSIFICATION:** Dispatcher

**PAY GRADE:** Grade 6 - Starting salary \$18.77

**RATING METHOD:** Final candidate names will be submitted to the Sheriff's Office for final selection.

**CLOSING DATE:** Friday, March 15<sup>th</sup>, 2019

*Pine County is an Equal Opportunity Employer/Affirmative Action Employer*