

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: 9-1-2020

Deadline: Open until filled

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.

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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