



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

DISPATCHER

An Equal Opportunity Employer

Department:	Sheriff/Enforcement		
Starting Salary Range:	\$26,193 – 34,749		
Position Number:	140		
FLSA Status:	Non-Exempt position, eligible for overtime		
Safety Sensitive Designation:	This position is designated as safety sensitive and is subject to random drug and alcohol screening.		
Opening Date:	3/09/21	Closing Date:	3/22/21 at 5:00 PM

JOB SUMMARY:

To receive calls for emergency or non-emergency services by telephone or radio; to determine the nature of services needed and priority of situation; and to dispatch the appropriate service to the scene.

ESSENTIAL JOB FUNCTIONS:

- Receives calls from public for emergency or non-emergency services; questions callers to obtain information required to dispatch the appropriate response units.
- Dispatches sheriff or volunteer fire personnel as needed; connects calling party to proper agency when necessary including medical assistance, Coroner, Office of Emergency Services, etc.
- Enters data on each call into computer recording time received, location of the incident, type code, patrol unit dispatched, time unit arrives on scene, time unit completes action, disposition code, any other emergency units that responded, and any other data as directed by supervisor.
- Makes computer inquiries into the Arkansas Crime Information Center (ACIC) and National Crime Information Center (NCIC) when requested by Sheriff Department Officers to conduct warrant and license checks.
- Receives calls and dispatches personnel after office hours for Coroner's Office, Alexander Police Department and Office of Emergency Services.
- Enters and deletes stolen property or vehicles, missing person information, and warrants served into ACIC/NCIC terminal; maintains entry data cards in appropriate card file.
- Completes incident reports for citizens coming to Sheriff's Department after office hours.
- Notifies business owners of the triggering of business alarms.
- Monitors location and status of patrol units in field; verifies coverage of area for units requesting off duty status.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Locates outstanding warrants, protection orders, and domestic abuse orders in files and verifies active status for all local law enforcement agencies.
- Sends and answers messages to other agencies by NCIC/ACIC terminal.
- Makes notifications to necessary persons and agencies in case of emergency or severe weather warnings.
- Maintains wrecker rotation and assignment list and dispatches correct wrecker when requested.
- Tests communication equipment on a regular basis to ensure working order.
- Testifies in court as a witness to verify communication data.
- Operates mobile communication command post at site of major emergencies as required.
- Monitors the tape recorder for proper record maintenance; resets when necessary.

- Performs other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

- Visual acuity sufficient for normal office activities including daily use of computer screen.
- Hearing necessary to communicate under emergency and routine conditions via radio or phone.
- Capability of sitting for extended periods of time.
- Digital dexterity necessary for keyboard skills.
- Ability to speak in a clear articulate manner.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to concentrate for long periods of time.

WORKING CONDITIONS:

Work is performed indoors in a smoking restricted environment on a variable shift basis. Shift assignment may change as needed.

MINIMUM QUALIFICATIONS:

Graduation from high school or a GED equivalency; some experience with the operation of radio communication equipment, dispatching services, answering emergency calls or related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

Must obtain ACIC/NCIC certification within one year of employment.

Must possess or obtain T.D.D. certification within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, traffic offense check, sexual offender check, child and adult maltreatment checks, and a psychological evaluation by appropriate licensed agencies.

ADDITIONAL REQUIREMENTS:

None

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

March 09, 2021

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