



# Communications Operator

## Full and Part Time!

### Explore. Thrive. Belong.

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

#### ABOUT THE JEFFERSON COUNTY SHERIFF'S OFFICE

Jefferson County Sheriff's Office promotes a criminal justice system that balances the protection of life, liberty, and property of the community with the rights and privileges of the individual, and to make choices that are consistent with the pursuit to fashion a credible, professional law enforcement agency, engraving the mark of excellence upon all acts and decision.

#### WHAT YOU WILL DO

As a Communications Operator you will receive emergency and non-emergency calls, prioritize situation, advise callers, and dispatch assistance. We are looking to fill a number of full-time positions as well as part-time positions for those who have experience dispatching with a Law Enforcement agency.

#### SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Ability to multi-task and work in a team environment
- Receives, assesses, and act on 9-1-1 and non-emergency calls.
- Dispatches and communicates with law enforcement, fire, emergency medical services, and other necessary agencies through the use of multi-line telephone and multi-channel radio systems.
- Documents all requests for service in a computer aided dispatch (CAD) system.
- Interprets incoming messages from state and nationwide linked computer system and acts.
- Updates records in local, state and nationwide databases as required.
- Accesses local and state database systems, in-house records and works with other agencies to verify and/or provide information as requested by law enforcement.
- Responds to court notifications and processes requests.
- Manages digital audio recording system and maintains reference library of recordings.
- Tests radio, paging and outdoor warning sirens.
- Monitors weather phone and teletypes for alerts and broadcasts information.

#### Requirements:

- High School Diploma or equivalent one-year work experience; or equivalent combination of education and experience.

#### Preferred Requirements:

- One to two years of experience dispatching with a Law Enforcement agency, relevant training / or associates degree, or equivalent combination of education and experience.

#### **Wage & Benefits**

\$23.08 - \$30.12/ hour based on candidate's successful prior work experience and qualification.

Jefferson County offers an excellent, comprehensive benefits package.

#### **Benefit Highlights if Full Time**

- \* 2 weeks paid vacation\*
- Health insurance\*
- Health insurance opt Out Plan \*
- Dental & Vision insurance\*
- \* Life insurance\*
- Wisconsin Retirement System\*
- Health Savings Account \*
- Differed Compensation Program\*
- \*Group Life insurance \*

#### **Employees at Jefferson County Value**

\*Competitive Pay\* Excellent Benefits\* Great Coworkers\* Flexibility\* Advancement & Opportunity\* Family Feel\*

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [jeffersoncountywi.gov](http://jeffersoncountywi.gov).

Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

*Jefferson County is an Equal Opportunity Employer*