



Communications Supervisor

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

The purpose of this position is to supervise communications operations and personnel for the Jefferson County Sheriff's Office.

SOME ESSENTIAL RESPONSIBILITIES

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

- Maintains responsibility for the daily operations of the Communications Center.
- Maintains responsibility for the oversight of Emergency Medical Dispatch (EMD) operations of the Communications Center.
- Acts as training coordinator for Communications Training Officers.
- Supervises, trains, and evaluates personnel to include maintaining standards and recommending disciplinary action where appropriate. Plans, coordinates, and assigns personnel.
- Maintains responsibility for all aspects of communications, computer and radio equipment. Serves as main contact when problems arise. Works with outside vendors when needed. Provides system administration of all computer equipment, repair, and programming as needed on department computers including mobile data computers in all patrol squads.
- Works with out-of-state law enforcement agencies, Clerk of Courts, Child Support, and District Attorney's office in extraditing people arrested on warrants out of state. Keeps dispatch records.
- Research and retrieves audio open records requests. Oversees warrants, missing person, and stolen article files.
- Acts as liaison to county municipalities. Responds to requests for information and attends meetings as needed.
- Research and prepare grant documents. Develops and reviews Policy and Procedures.

Requirements:

- Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.
- High school diploma or equivalent required.

Preferred Requirements:

- Five years related experience and/or training; or a bachelor's degree from a college or university plus two years of experience; or equivalent combination of education and experience.



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Wage & Benefits

Wage starts at \$38.26 - \$42.68/per hour, depending on qualifications with the ability to earn up to \$49.25 per hour.

Benefit Highlights if Full Time

*Health insurance*Health insurance opt Out Plan*Dental & Vision insurance
*Life insurance*Wisconsin Retirement System*Health Savings Account*Deferred Compensation Program*

2026 Gold Certified Family Friendly Workplace

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.

Jefferson County is an Equal Opportunity Employer