



Vacancy Announcement

Position: Emergency Communication Dispatcher - 2 Positions Available

Date Posted: April 24, 2017

Closing Date: May 31, 2017

About the Position and Department: An Emergency Communication Dispatcher works under the direct supervision of the Emergency Communication Dispatch Supervisor. This part-time position that will work twenty-four (24) hours per week: generally two (2) twelve hour shifts. Shifts may vary to meet the needs of the Department and will include regular daytime business hours, nights, weekends and holidays; may include emergency call-in.

Position Overview: Using a computer-aided dispatch system, receives emergency calls from the public requesting police, fire or medical emergency services in a 24-hour facility. Prioritizes and determines the nature and location of the emergency; dispatches police, fire or ambulance as necessary. Provides information as requested by law enforcement. In conjunction with the Fallon County Sheriff's Office, this position provides a secondary means of visual supervision of inmates incarcerated at the Fallon County Detention Center to ensure the safe and orderly operation of the facility.

Minimum Qualifications: Successful applicants will hold a high school diploma or equivalent. Must be at least eighteen (18) years of age, have not been convicted of a crime resulting in imprisonment in a federal or state penitentiary. Must possess or be eligible for a Montana driver's license. Must reside close enough to Baker, Montana to allow an emergency response to the Fallon County Dispatch Center.

This position is privy to confidential criminal justice information and may have unsupervised contact with incarcerated individuals and is therefore subject to pre-employment criminal background check. May use a county owned motor vehicle and is subject to a motor vehicle driving history check. May use County owned vehicle and/or equipment and is subject to a motor vehicle driving history review.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Brenda Hoeger at 406-778-8136 or Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact Fallon County Human Resources.

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal

opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of State or Federal law.