



## **Announcement of Employment Opportunity Saginaw County 9-1-1 Central Dispatch Tele-Communicator Full-Time**

### **General Summary:**

Under the general supervision of the Central Dispatch Director and Supervisors, the Emergency Tele-Communicator (Dispatcher) receives requests for police, fire, and emergency medical assistance from the public. Dispatches and/or relays calls for service to the appropriate police, fire, and emergency medical agencies or units. Assists emergency service agencies by collecting, storing, retrieving, and disseminating information vital to their operations.

### **Qualifications:**

1. At least 18 years of age
2. High school graduate or GED
3. Possess a valid Michigan Driver's license.
4. Have a good driving record
5. No criminal record
6. Must be willing to work a variety of 12 hour shifts, weekends, nights, and holidays with varying days off.

### **Education:**

1. High school diploma or its equivalent.

### **Experience:**

1. Ability to type a minimum of 35 net words per minute.
2. Ability to perform multi-tasks within a high stress working environment.
3. Ability to operate a number of computer systems.
4. Must be able to effectively communicate orally and remain calm in emergency situations.
5. Prior work experience with police, fire, or EMS agencies desired.

### **Benefits:**

Membership in Municipal Employees Retirement System (MERS) retirement, holiday pay, health insurance, retiree health care for employee and spouse, dental insurance, vision insurance, life insurance, disability insurance, and paid time off accruals.

**Salary:** Training Wage: \$21.00 per hour

Dispatcher Wages: \$23.03 per hour to start - \$30.68 after 5 years

### **Evaluation Method:**

1. Computerized testing
  2. Interactive Testing
  3. Oral Board Interview
  4. Must complete and pass pre-employment reference and security check.
  5. Must complete and pass physical and drug screen.
- \* Applicants selected to test will receive an email invitation including details and instructions.

### **Application Procedure:**

You must complete a Saginaw County Central Dispatch 9-1-1 employment application which is available online at [www.saginawcounty.com/courts-public-safety/9-1-1-administration/employment/](http://www.saginawcounty.com/courts-public-safety/9-1-1-administration/employment/), or you may request an application by emailing [911@saginawcounty.com](mailto:911@saginawcounty.com). Return completed applications to Saginaw County Central Dispatch by email to [911@saginawcounty.com](mailto:911@saginawcounty.com).