



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

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Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

### **Job Opening**

## **Dispatcher – Part Time**

**Schuyler County Sheriff's Department**

**LAST DATE TO FILE:** Review of applications will begin immediately. Applications will be accepted until position is filled.

**SALARY:** \$16.00/hr with no benefits

**VACANCY:** At the present time, there are five part time, up to 19 hours per week, openings in the Schuyler County Sheriff's Department. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**HOW TO APPLY:** Interested applicants must submit a Civil Service application to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed and emailed applications are accepted.**

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

**JOB DESCRIPTION:** This position involves responsibility for answering, screening, and processing emergency and non-emergency calls for police, fire, and emergency medical, corrections and civil services and relaying information to appropriate personnel. Maintains a continuous log of all telephone and radio calls sent out or received, records all fire and emergency equipment in the county, and logs equipment out of service. Utilizes computerized databases (including E-Justice, Computer Aided Dispatch, JMS systems) to access and record data and information. Performs typing, filing, clerical and other duties as assigned. The duties are performed under the general supervision of the Schuyler County Sheriff and direct supervision of the Corrections Lieutenant and Corrections Communication Supervisor with the parameters of established operating procedures and guidelines. The job involves an unusual working environment, which includes high stress, dealing with life and death situations and the need to remain calm in emergency situations. Employees are required to work shifts that cover both day and night hours. Supervision is not a responsibility of this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Answers, screens and processes incoming emergency and non-emergency calls from the general public and other public service providers;

Queries the caller in a calm, systematic manner to determine the seriousness and nature of the situation, the location, the services needed, and other information necessary to evaluate the situation;

Exercises sound independent judgment in dispatching services and coordinating the participation of various emergency personnel/equipment to the scene;

Maintains a continuous log of all telephone and radio calls sent out or received, records all fire and emergency equipment in the county, and logs equipment out of service;

Utilizes computerized databases (including E-Justice, Computer Aided Dispatch JMS Systems) to access and record data and information;

Acts as a secondary radio dispatcher for other agencies, such as Corrections Services, Child Protective Services, Public Health Services, Coroners, National Warning and Weather Services;

Communicates with field units and other facilities using appropriate police, fire, and EMS terminology and codes as required;

Practices proper radio dispatching techniques using appropriate terminology in a calm and professional manner;

Attends training schools relative to job description;

Receives and answers radio calls for various agencies and transfers calls to appropriate personnel;

Receives and relays intra-county mutual aid calls;

Receives and records in log, location of fire alarms and emergency calls;

Performs filing, typing, and other clerical duties as needed;

Controls jail security doors and gates, and monitors video security cameras;

Maintains a neat and orderly workplace.

**MINIMUM QUALIFICATIONS:**

A. Graduation from high school or possession of an equivalency diploma; or

B. Two (2) years of experience as a dispatcher in an emergency services organization.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the  
Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: July 13, 2021**