

# BINGHAM COUNTY DEPARTMENT of HUMAN RESOURCES

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Blackfoot, ID 83221

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## BINGHAM COUNTY, IDAHO

**Position:** Emergency Communication Officer  
(Previously known as 911 Emergency Services Dispatcher)  
**Salary:** Starts at \$19.85/hour - Full-time/Eligible for County Benefits  
**Closing Date:** Open Until Filled

### **Purpose Of Class/Primary Function**

The principal function of an employee in this class is to answer emergency and non-emergency calls for police, fire, medical and other emergency services using a multi-line telephone and 911 systems. Employees in this class are responsible for fast, efficient, and accurate receiving, dispatching, and processing of calls and messages from and to fire, police, and emergency medical services vehicles and personnel on an assigned shift. The work is performed under supervision of the Emergency Communication (Dispatch) Supervisor with direction from the Lead Emergency Communication Officer. Some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, frequently under stressful conditions. No previous experience is necessary.

The Emergency Communication Officer position requires, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally. The employee is regularly required to sit; stand; walk; bend; stoop, and stretch. The employee is frequently required to use hands to operate a computer keyboard, radio and communications equipment, and standard office equipment; to handle or feel; and to reach with hands and arms.

### **Minimum Requirements**

Must have a high school diploma, GED certificate, or school transcripts (copy attached to application)
Must be at least 18 years of age
Must have a valid Driver's License (copy attached to application)
Must be able to type 55 WPM
Must have no Felony convictions
Must have no Misdemeanor convictions within the last 5 years
Must be able to pass a background check (criminal-character-credit), polygraph test, and a pre-employment drug screening

### **Disqualifying Drug Usage**

Sale, delivery and/or cultivation of any controlled substances including but not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin, prescription drugs without a legal prescription and/or license and hallucinogenic drugs; such as LSD, mushrooms, and acid
Use of marijuana within the past year
Use of synthetic substances such as "spice" within the past year
Any use of illegal hard drugs to include: meth, heroin, cocaine, LSD, PCP
Any use of non-prescribed prescription drugs within 3 years.

## **Employment Requirements for a 911 Emergency Services Dispatcher**

Must have the ability to work rotating shifts (days, nights, weekends, and holidays)
Must be able to spell correctly
Must be able to speak English clearly and concisely
Must be able to perform multiple tasks efficiently
Must have excellent written and oral communication skills
Must be able to make decisions in all emergency situations
Must be able to relay information with speed and accuracy
Must have sufficient hearing to use a telephone and radio headset
Must be able to successfully complete the 20 week Dispatcher training program
Must obtain certification as an Emergency Medical Dispatcher with certification in First Aid and CPR
Must be able to successfully complete the Idaho POST Basic Dispatch Academy
Must be able to obtain a Notary Public Certification
Must be able to complete the 1 year probationary period
Must be able to obtain Idaho Law Enforcement Teletype System (ILETS) and NCIC certification
Must be able to pass our Critical Testing Module

## **Items that must be attached to the Sheriff's Office Application**

A copy of your valid Driver's License
A Resumé

## **Benefits**

Bingham County offers a competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the right side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

## **How to Apply**

***A Job Posting and the Application can be found on our website: [www.binghamid.gov](http://www.binghamid.gov).*** (Human Resources section). When you have completed the ***Application***, please email it to: L. Pope [lpope@binghamid.gov](mailto:lpope@binghamid.gov) or fax it to (208) 782 2681

The back page of the ***Application*** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public.