



CASSIA COUNTY SHERIFF'S OFFICE
129 East 14th St. * Burley, ID 83318 * 208-878-2251 * Fax 208-878-9797

EMERGENCY COMMUNICATIONS OFFICER OPENING

Salary will start at \$20.47 hourly, depending on experience, plus competitive benefits

HOW TO APPLY:

Applications may be obtained in person at the Cassia County Sheriff's Office during business hours or you may print an application from the Cassia County Sheriff's Office website at www.cassiacyounty.org/departments/countysheriff/employment

EXAMINATION:

Upon receipt of your application, we will contact you to schedule a skills test. Those who successfully complete the skills test will proceed to the oral interviews. Oral interviews will be held with those scoring highest in the skills test. A polygraph test and thorough background check will be required of those chosen in the interview process.

Please contact DeAnn Taylor at 208-878-2251 ext. 1 with any questions.

JOB SUMMARY:

This is a full-time position, working non-traditional hours. The communications center is staffed 24 hours a day, 7 days a week, including holidays. Under general supervision, the Communication Officer must be able to perform a variety of duties involved in the receipt of emergency and non-emergency information and be able to dispatch law enforcement, fire, ambulance, and other emergency assistance.

MINIMUM JOB REQUIREMENTS:

- Must have a high school diploma or GED equivalent and be at least 18 years of age. Must have the ability to type at a proficient rate and accuracy on a computer keyboard. Must have map-reading skills and ability to distinguish and translate directional information i.e. north, south, east, west
- Duties require sufficient mobility to work in a typical office setting and use standard office equipment. Required to have vision to read printed materials and computer screens. Required to have hearing and speech to communicate in person or via telephone and radio.
- Preference could be given to qualified applicants with Spanish skills and/or experience