

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

**AN EQUAL OPPORTUNITY EMPLOYER**

April 23, 2019

19-22

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#### POSITION ANNOUNCEMENT

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**POSITION:** Telecommunicator/Emergency Medical Dispatcher (2 Openings)

**POSITION #:** 19-22

**DEPARTMENT:** Sheriff's

**SALARY:** \$3,197.00/Month (to start) – Plus Excellent Benefits

**CLOSING:** Open Until Filled

**DESCRIPTION:** The Telecommunicator/Emergency Medical Dispatcher is responsible for answering 9-1-1 emergency, non-emergency, and administrative telephone lines, and is responsible for providing callers with necessary assistance. Makes response decisions regarding fire, police and EMS. Also, is responsible for receiving and transmitting to mobile units on a two-way radio, under the provisions set up by the FCC.

**REQUIREMENTS:**

1. Must be at least 21 years of age.
2. Possess a high school diploma/or a GED.
3. Employee must be able to distinguish between the full range of colors in the color spectrum to work with CAD system.
4. Must be willing and successfully complete and maintain certification for Basic Telecommunicator and Emergency Dispatch within first year of hire.
5. Must attain and maintain LEDS certifications.
6. Must be able to understand, speak, and write the English language clearly and fluently.
7. Must possess knowledge to operate miscellaneous office equipment, including a personal computer, telephone computer, computerized radio equipment and fax machine.
8. Must be a highly organized and self-motivated individual.
9. Must have the ability to work without supervision.
10. Must be able to make response decisions under low, medium and high stress conditions where life and property are concerned.
11. Must be able to gain control of an out-of-control person under low, medium and high stress conditions where life and property are concerned.
12. Must be a multi-task oriented individual.
13. Knowledge to operate and communicate on law enforcement radio.
14. Must have knowledge of FCC rules and regulations.
15. Have the ability to work with ethnic minority groups and communities.
16. The ability to establish and maintain effective working relationships with employees, other agencies and the general public.
17. Requires devising work methods and solutions for each problem.
18. Work is subject to continuous pressures calling for inventiveness.
19. Bi-lingual (English/Spanish) – Preferred but not required

**HOW TO APPLY:** Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).