



## VACANCY NOTICE

**\*APPLICANTS:** You must complete the "Interest Form" below and return it via email to Captain Roger Clark at [roger.clark@co.shelby.in.us](mailto:roger.clark@co.shelby.in.us)

**DATE:** July 25<sup>th</sup>, 2018

**POSITION:** Communication Officer/Dispatcher

**LOCATION:** Sheriff's Department - Dispatch

**NUMBER OF HOURS:** Full Time – Hours are as assigned – 24/7 operation

**DUTIES:** See job description below

**REQUIREMENTS:** See job description below

**PAY RATE/CLASSIFICATION:** \$16.739/hourly – Civilian POLE

**BENEFITS:** Medical, Prescription, Health Savings Account, Dental, Vision, Basic Life, and Perf are available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, and paid Holidays available per handbook.

**POSITION BEGINS:** As soon as possible/Specific date to be determined

**INTEREST FORM SUBMISSION DEADLINE:** Open until filled

*All applicants considered for hire must go through a criminal history and thorough background check. ***If you are selected for an interview,*** additional information will be provided at that time, and you will be required to complete a full application in order to proceed in the hiring process.*

**The Interest Form and Job Description may be found on the following pages** or on our website at [www.co.shelby.in.us](http://www.co.shelby.in.us) Click on the Human Resources link.

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# Shelby County Sheriff Department

107 West Taylor Street  
Shelbyville, IN 46176-2028

Dennis L. Parks  
Sheriff

## EMPLOYMENT INTEREST FORM

Full Name: \_\_\_\_\_

Maiden Name or Aliases: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Valid Email Address \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Position Desired: Deputy Sheriff \_\_\_ Jail Officer \_\_\_ Dispatch \_\_\_ Court Security \_\_\_

Support Staff \_\_\_ Reserve Deputy \_\_\_ Other \_\_\_

**You must provide a valid email address and phone number. You may also be contacted by telephone for a brief interview.**

**All information regarding the date, time and location of testing will be sent to the email address that you provide. If you are selected to continue in the hiring process you will then be required to complete a full employment application.**

**Do not call the Sheriff's Office to inquire about the testing or the hiring process.**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION:** Communication Officer/Dispatcher  
**DEPARTMENT:** Sheriff  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** Civilian POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** September 2000  
**DATE REVISED:** November 2016

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

Incumbent serves as Communication Officer for the Shelby County Sheriff's office communications division, responsible for receiving emergency and non-emergency calls and taking appropriate action, including dispatching information to various response units.

**ESSENTIAL DUTIES:**

Receives emergency calls, gathers maximum amount of information in minimum amount of time, determines appropriate response and dispatches emergency personnel accordingly. Receives/screens non-emergency calls, determines nature of call, responds to inquiries, routes caller to appropriate person and/or takes messages.

Monitors radio frequency activities of various other law enforcement and public safety agencies within the county and surrounding counties. Notifies and/or dispatches local emergency personnel as situations demand, using computer-aided dispatching system. Regularly communicates with field units, assessing unit safety and need for backup, dispatching backup units and other emergency personnel as necessary.

Verifies, enters, maintains, documents and retrieves IDACS/NCIC information for county and other law enforcement and related departments/agencies. Receives/transmits computer teletypes pertaining to, but not limited to, criminal histories, driver's licenses, vehicle registrations, gun permits, runaways, missing persons, and stolen property.

Enters/maintains accurate computer records/logs of warrants served/recalled, and of radio traffic calls, assigning unit(s), following up on disposition of call and entering on computer.

Maintains complete and accurate log of all radio traffic calls, complaints, assigns case number, follows up on disposition of call and enters information into computer.

Dispatches wreckers per Officer request.

Notifies appropriate officials, and specialized teams of impending emergency situations, including weather, road, bridge, and school closings and disasters. Assists in arranging for road blocks and evacuation of citizens as situations demand.

Assists Officer in making arrangements for juveniles and maintains accurate records and documents of run-a-ways within the county.

Regularly tests and activates all weather monitors and sirens in the event of an emergency.

Attends regular staff meetings, periodically attends prescribed training programs for certification in specialized law enforcement areas.

Keeps dispatch center in clean, tidy manner.

Performs related and/or other duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

A high school diploma or GED, and ability to acquire/maintain required certifications, including IDACS/NCIC computer systems, and CPR.

Working knowledge of and ability to make practical application of department policies, procedures, rules and regulations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain detailed records as required.

Practical knowledge of area law enforcement, EMS and fire demands, and ability to physically perform the essential duties of the position, including above average split-ear hearing, sitting/operating a computer for long periods with little or no opportunity for breaks during shift, lifting/carrying objects weighing less than 25 pounds, reaching, bending, close vision, handling/grasping/fingering objects.

Ability to meet all department hiring and retention requirements, including incumbent not posing a direct threat to the health and safety of other individuals in the work place.

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement agencies, public safety departments, other agencies and the public during varied situations, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to receive and dispatch calls and take authoritative action as situations demand, including calmly and professionally obtaining appropriate information and taking control of hysterical, hostile, and/or uninformed individuals in stressful/emergency situations.

Ability to use and understand area maps, acronyms and codes, and condense large amounts of information into coherent typed remarks.

Ability to type with speed and accuracy and properly use various equipment, including radio console, computers, printers, copier, door controls and alarms, fax machine, paging systems, and Telecommunications Device for the Deaf (TDD).

Ability to provide public access to or maintain confidentiality to department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work extended, and/or irregular hours.

## **II. RESPONSIBILITY:**

Incumbent performs a wide variety of communications duties according to established department policies and police procedures, making independent decisions and taking authoritative actions in response to situational demands. Errors in decision or work are detected through resulting adverse effect and may lead to loss of life to co-workers or public, and/or have detrimental effects upon department and inconvenience to members of the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, public safety departments and agencies, and the public, primarily for purposes of receiving and responding to calls, and dispatching personnel. Incumbent regularly engages in non-routine contact with callers requesting emergency assistance in situations that may jeopardize public safety.

Incumbent reports directly to IDACS Coordinator.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in central control, within a jail facility, involving above average split-ear hearing, sitting for long periods with little or no opportunity for breaks during shift, lifting/carrying objects weighing less than 25 pounds, reaching, bending, close vision, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication, and frequent exposure to stressful situations associated with emergency requests for assistance.