

**NOBLE COUNTY COMMUNICATIONS
FULL TIME JOB OPENING
911 DISPATCHER**

Noble County Communications has an opening for a 911 dispatcher. This is a full-time position with benefits including health, dental and vision coverage, PERF retirement, as well as vacation, personal and sick days.

DUTIES:

- Receives, dispatches and tracks emergency responses to 911 calls
- Monitors radio frequency activities of various law enforcement and public safety agencies
- Verifies, enters and maintains documents and databases for County and other law enforcement agencies.
- Maintains complete and accurate CAD call comments of radio traffic calls
- Completes initial training and annual in-service training as required

JOB REQUIREMENTS

- Must be at least 18 years of age and have a high school diploma or GED
- Possession of or ability to obtain the maintain all required certifications
- Working knowledge of community geography, maps, emergency code terminology
- Working knowledge of radio frequencies, codes procedures and limitations
- Ability to effectively communicate orally and in writing to co-workers, county departments, various law enforcement agencies and the public.
- Ability to maintain confidentiality while providing public access
- Ability to multi-task and work rapidly for long periods of time.
- Ability to work extended, irregular, week-ends and holidays and occasionally travel out of town for continued education and training.

Interested applicants can apply by downloading the Noble County Job Application on the Noble County Indiana website under employment information. Please submit your application and any supporting documentation to the Noble County Coordinator, 109 N York St Albion, Indiana 46701 or e-mail the information to jackie.knafel@nobleco.gov