



PROVISIONAL OPENING FOR Part-time Emergency Services Dispatchers

There are **provisional openings in the Allegany County Sheriff's Department for Part-time Emergency Services Dispatchers.

Rate of pay: \$18.0422/hr.

The work involves operating an emergency communications center, receiving requests for emergency and non-emergency services from the public to include dispatching of Emergency Medical, Fire and Law Enforcement personnel and equipment. Duties are performed under general supervision in accordance with established policies and procedures. An Emergency Services Dispatcher performs related work as required

Good knowledge of the operation of two-way radios, computer terminals and telephone switchboards; Good knowledge of the geography of Allegany County, including streets/roads, important structures, and landmarks; Ability to type and perform data entry accurately at an acceptable rate of speed; Able to quickly recall details and essential information; use reference materials (books, charts, manuals, etc.) effectively and efficiently; Ability to speak clearly and distinctly, use good diction and voice modulation; Ability to make correct decisions calmly and quickly during emergencies; Ability to maintain records and reports; Ability to understand and carry out complex oral and written instructions; Ability to deal courteously and appropriately with the public under stressful conditions; Uses good judgment; Reliable.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma **and** twelve months work experience in a position which regularly required a candidate to utilize a computer.

****This is a competitive class position, provisional candidate *must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.***

**** *Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813. There is no fee at this time.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT