



HOWARD COUNTY GOVERNMENT **Job Posting**

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Howard County Government is an Equal Opportunity Employer

HOWARD COUNTY SHERIFF 911 DISPATCHER

Job Title: 911 Dispatcher

Department: Howard County Sheriff's Office

SUMMARY

A 911 dispatcher takes emergency calls from the public and communicates with the proper authorities to dispatch the appropriate response personnel. In this role, your duties include finding out the nature of the emergency, getting the address from the caller, and sending the information to the relevant department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives all incoming emergency and information related calls for the Howard County Sheriff's Office, Kokomo Police Department, Kokomo Fire Department, Greentown Police Department, Russiaville Marshalls Office, Emergency Management Agency, hospital ambulance, volunteer fire departments, and Animal Control. Gathers maximum amount of information in minimum amount of time, determines appropriate response and dispatches field officers and other emergency personnel accordingly.
2. Receives and transmits computer teletypes, criminal histories, stolen vehicles, warrant information, stolen articles and securities, runaways; and license plate and gun checks.
3. Monitors radio frequency activities of various other law enforcement agencies, civil defense, and city/county departments.
4. Monitors alarm systems for the armory, banks, and airport, and dispatches officers when activated; notifies appropriate officials of alarm malfunctions.
5. Verifies and maintains accurate IDACS/NCIC information for law enforcement agencies.
6. Notifies appropriate officials of impending emergency situations including weather, road, bridge, and school closings and disasters.
7. Answers general public phone calls to the non-emergency number, determines nature of call, responds to inquiries and/or routes caller to appropriate person, department, or agency.
8. Performs data entry of all stolen vehicles, license plates, boats, and property in compliance with IDACS/NCIC regulations.
9. Maintains clean and orderly radio room and equipment.

10. May have mandatory overtime.
11. May be called upon to work any shift.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED).

PERSONAL WORK EXPERIENCE: Incumbent maintains frequent contact with police officers, representatives of other law enforcement and public safety departments and agencies, and members of the public for a variety of purposes, including coordination and direction of police communication activities, enforcement of applicable laws, and public safety. Incumbent engages in non-routine contact with callers requesting emergency assistance in situations that may jeopardize public safety.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

Applications should be submitted to Christina Kline:
christina.kline@howardcountyin.gov