



STARKE COUNTY SHERIFF'S OFFICE
SHERIFF JACK ROSA

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5435 E. STATE ROAD 8

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KNOX, IN 46534

Starke County 911 Dispatch
Full Time Position

Responsibilities:

1. Operate a multi-line telephone system, alerting system, Talk-to-text system.
2. Translate information to the appropriate codes.
3. Determine and assign the level of priority of the call and enter the data into a computer-aided dispatch system for radio dispatch purposes.
4. Perform emergency medical dispatch and crisis intervention services.
5. Ask vital questions and provide pre-arrival instructions for emergency medical calls.
6. Monitor and operate a radio console and computer equipment.
7. Receive and respond to a variety of emergency and non-emergency services and complaints.
8. Ask questions to interpret, analyze and anticipate the caller's situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other agencies.
9. Dispatch and coordinate the responses of public safety agencies.
10. Enters and modifies information into local, state and national computer databases.
11. Monitor and respond to a variety of technical systems and alarms.

Qualifications:

Must be at least 18 years old and possess a high school diploma or GED. Must possess a valid driver's license, and must be able to pass a background investigation and drug screen.

"LOYALTY AND PRIDE"

The Candidate must possess the ability to think quickly, use logic and reasoning to reach conclusions and approaches to problems, work under stressful situations, actively listen and communicate effectively through clear speech and hearing, write clearly and spell correctly, type 40 wpm with accuracy, follow instructions, and develop and maintain cooperative and professional relationships with fellow employees, representatives from other departments, and supervisors.

Full time dispatchers are required to work 80 hour bi-weekly pay periods and are on a rotating schedule of 12 hours shifts and 1 10-hour shift each week.

** Schedule, hours and expectations are subject to change per administration. **