



STUTSMAN COUNTY

JOB POSTING

Posting Date:

08/02/2021

Applications accepted through:

Open Until Filled

Position:

Communications Specialist

Department:

Communications/9-1-1

Schedule:

Full time position, primary shift for both positions will be from 10pm to 8am. Occasionally required to assist covering other shifts and/or work overtime.

Pay Grade:

Position starts at Grade 7

Salary:

Starting wage is \$2873.91, Monthly (\$16.58 an Hour) plus benefit package

An official Stutsman County Employment Application must be submitted for consideration.

Brief description of duties:

Responsibilities include but are not limited to:

Answer and prioritize incoming calls on a multi line telephone/ 9-1-1 system. Determine nature of complaint and dispatch law enforcement, ambulance, fire departments and other agencies. Provide skilled communications and support services related to emergency and non-emergency situations. Utilize a computer aided dispatch program to enter information on calls received and agencies dispatched. Operate a teletype system to retrieve vehicle information, driver information, criminal histories, wants and warrants. Enter information and make inquiries in the National Crime Information Center database.

Training hours will vary. Following training open position primary shift will be: 10pm - 8 am

Benefits include: Vacation, Holiday and Sick Leave, Health Insurance and a Retirement Package

Minimum experience and/or training requirements:

No experience necessary

On the job training is provided following hire during the probationary period.

High school Diploma or GED

Fingerprint, background checks, hearing test, drug test and pre-employment testing are required

If you have any questions regarding this position please contact:

**Stutsman County Communications
701-252-9093**

Send official application along with any accompanying forms (Cover Letter, Resume, Background Check, etc.) to:

**Stutsman County Auditor
511 2nd Ave SE, Suite 102
Jamestown, ND 58401
or emailed to: employment@stutsmancounty.gov**

RELEASE FORM

My signature on this release form authorizes STUTSMAN COUNTY to run the various criminal history/wants/warrant checks on me.

My signature also authorizes me to be fingerprinted and these prints used in conjunction with the various record checks.

These checks will include, but will not be limited to:

NCIC/CWIS wants/warrants check

NCIC III (Interstate Identification Index) Criminal History checks.

State Criminal History check (North Dakota and any other state in which I have resided)

Crime Bureau records check

Fingerprints - forwarded to Bureau of Criminal Investigation/ Federal Bureau of Investigation for determination of wants/warrants/criminal history.

The information received during the background investigation will not be used for any purpose other than employment related purposes and may be released only pursuant to applicable state or federal law or federal rules.

Any Criminal History Record Information may be released to the North Dakota State Control Terminal Officer to assist in making a decision in regards to authorization for the individual to operate a terminal on the NCIC/NLETS/ NDLETS systems.

Signature:

DOB:

Date:

Print Name

Date:

11/1/2011