



# DISPATCHER - Grade V

## CENTRAL COUNTY EMERGENCY 9-1-1

22 Weis Avenue, Ellisville, MO 63011  
www.cce911.org - 636.207.7911

The position of "Dispatcher - Grade I", is a 40 hour per week position, starting pay \$21.84 per hour, which includes a full range of benefits including Paid Employee health, dental, vision, life, & disability insurance, paid Holidays, personal and sick, retirement, tuition assistance programs as well as the opportunity for overtime pay.

**JOB DESCRIPTION:** Receives emergency calls for fire and EMS assistance and dispatches appropriate response units to the scene. Gathers information and prioritizes calls. Tracks availability and status of response personnel. Logs and documents calls. Relays information clearly and concisely to response personnel and callers. Enters calls for service data, including type, location and incident response into computer. Monitors multiple radio channels including mutual aid communications. Maintains knowledge of emergency communication equipment operations, emergency communication procedures and techniques and county geography. Performs other duties as assigned.

**REQUIREMENTS:** Graduation from a general or technical high school or equivalent is required. Must be 18 years of age. Must be able to type 30 WPM. Must be Emergency Medical Dispatch (EMD) and Emergency Fire Dispatch (EFD) certified or must be willing to obtain EMD/EFD certification within 90 days of appointment. Prior fire and/or emergency medical dispatching experience and/or training is preferred. Requires the ability to interview callers under stressful situations and enter the appropriate information into the CAD System in an accurate and timely manner. Requires ability to speak with clarity and calmness in an emergency situation, ability to recall detailed information and to relay to field personnel quickly and accurately. Requires the ability to sit at console for long periods of time. Requires excellent oral communication and hearing skills. Requires successful completion of CritiCall Computerized skills testing. Any offers extended to candidates will be conditional upon the completion and passing of a drug test, background and reference check as well as physical. offer will be required to satisfactorily complete a hearing exam and drug screening. **Position requires working 12-hour shifts rotating between days and nights as well as weekends & holidays.**

**TO APPLY:** Applications can be obtained at the Central County Emergency 9-1-1 location, 22 Weis Avenue, Ellisville, MO 63011 at any time. Applications may be mailed along with a resume and a minimum of three references. For those interested in applying on-line it is recommended that all applicants visit Central County's Career site to fill out an applicant profile and upload/attach the application as well as any accompanying documentation there: <https://cce911.aaimtrack.com/jobs/121841.html>.

Central County Emergency 9-1-1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Central County Emergency 9-1-1 is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.