

**EMERGENCY AND POLICE DISPATCHER TRAINEE (PART-TIME)
CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF
PART-TIME @ 19 HOURS/WEEK
SALARY STARTS @\$23.29/HOUR NO BENEFITS**

The Chautauqua County Office of the Sheriff is seeking applications for three (3) Part-Time (19 hours/week) Emergency and Police Dispatcher Trainees in their Mayville, NY facility. An employee in this class learns and assists in receiving telephone calls and messages for police, fire, and emergency assistance and dispatching such assistance by radio. The work is performed under general supervision with leeway for the exercise of independent judgment in emergencies. Upon successful completion of a one-year traineeship, promotion to Emergency and Police Dispatcher can be made without further examination.

Learns and Assists In:

- Answering 911 telephones;
- Receiving telephone requests and messages from the general public for police, fire, or emergency assistance;
- Contacting and dispatching police, fire, public works, or emergency equipment and personnel to proper location;
- Making entries into a computer aided dispatch (CAD) computer system;
- Making entries into police records computer system as requested;
- Maintaining radio contact with mobile units and records their whereabouts;
- Maintaining a dispatcher's log;
- Requesting mutual aid for police backup or fire fighting assistance;
- May assist in supervising prisoners.

These positions are being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and six (6) months of experience which shall have involved using a computer keyboard to enter data. **Note:** The ability to adequately enter data for this title will be trained/tested during the traineeship and must be of a satisfactory level to advance to the non-trainee title.

Additional Requirements:

- A. **Medical and Psychological Screening** - Candidates who are offered employment will be required to pass a physical/medical examination and a psychological screening prior to appointment. Failure to pass either the physical or psychological screening will bar candidates from appointment.
- B. **Background Investigation** - Candidates who pass the written test will be subject to a background investigation including but not limited to education, military, employment, credit, traffic and criminal records. Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar examination and/or appointment.
- C. Candidates who are offered employment must also pass a comprehensive drug screening.