

**EMERGENCY AND POLICE DISPATCHER
CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF
SALARY STARTS @\$28.20 – 37.31/HOUR + BENEFITS**

The Chautauqua County Office of the Sheriff is seeking applications to fill one (1) full-time (40 hours/week) Emergency and Police Dispatcher in their Mayville, NY facility. An employee in this class is responsible for 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.

TYPICAL WORK ACTIVITIES:

- Answers 911 telephones;
- Receives telephone requests and messages from the general public for police, fire, or emergency assistance;
- Contacts and dispatches police, fire, public works, or emergency equipment and personnel to proper location;
- Makes entries into a computer aided dispatch (CAD) computer system;
- Makes entries into police records computer system as requested;
- Maintains radio contact with mobile units and records their whereabouts;
- Maintains a dispatcher's log;
- Requests mutual aid for police backup or firefighting assistance;
- May assist in supervising prisoners.

This position is 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 one year of full time paid or equivalent part time paid experience in the dispatching of police or emergency services.

ADDITIONAL REQUIREMENTS FOR QUALIFICATION AND PERMANENT APPOINTMENT:

- A. Chapter LX of Title 21 of the New York Codes, Rules and Regulations: At the time of permanent appointment candidates must meet Section 5201.2 of the Interoperable and Emergency Communication Board Standards which require, a medical examination, psychological screening, a comprehensive drug screening and a criminal background investigation.
- B. After appointment, candidate will be required to successfully complete the Public Safety Telecommunicator Entry Level Training outlined in Section 5201.3 of the Interoperable and Emergency Communication Board Standards, within one year after appointment.