

Florence County, Wisconsin

Sheriff Office Dispatcher

The County of Florence, Wisconsin invites applications for the position of Sheriff Office Dispatcher.

About the Position: Responsibilities include receiving and processing 9-1-1 emergency and non-emergency calls for police, fire, rescue and related services. Additional duties include tracking call activity into a computer aided dispatch program, monitoring and operating a dispatch radio console to keep responders connected and informed. Other duties will include operating the jail master control lock board, watching security cameras, and admin aide duties assigned by Sheriff Administration. A full job description is available at the County's website <http://www.florencecountywi.com> or by contacting the County Clerk's office.

Education & Experience requirements:

- A. Requires a High School diploma or equivalent.
- B. Requires three years of experience in a fast-paced work environment requiring multi-tasking and quick and accurate decision-making or in the police, fire or EMS field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires TIME System Certification within six months of hire.
- E. Must not have been convicted of a felony.
- F. Certified in Emergency Medical Dispatch/Power-phone in an acceptable time frame

Compensation information:

FLSA Status: Full Time (40 hours per week)/Non-Exempt
Reference Rate: **\$17.00**/hour (minimum)
Fringe Benefits: Include participation in Wisconsin Retirement System, paid time-off benefits, and group insurance (medical, dental, vision, life, disability)

The Florence County Employment Application form is required and can be downloaded at the County's website or by contacting the County Clerk's office. In addition, a cover letter and resume is strongly encouraged and should include salary history and requirements. Applications are due by **Friday, September 18, 2020 @ 12pm** and can be submitted to the County Clerk by email to dtrudell@co.florence.wi.us, regular mail, or by delivery to the Clerk's office at 501 Lake Avenue, Suite 241.

Florence County Clerk/Administrative Coordinator
P.O. Box 410
Florence, WI 54121

Florence County is an equal opportunity employer and has a Wisconsin Residency requirement.