



# Lewis County Employment Opportunity

Department: **Emergency Management** | Position: **Public Safety**

**Telecommunications Officer**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 16: \$3,146 - \$4,232/mo.**

Posting Opens: **02/04/2019**

First Screening: **Open until filled**

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## DEPARTMENT / OFFICE

This is a Guild represented, FLSA non-exempt position.

## POSITION SUMMARY

Under close supervision, coordinates and performs a variety of dispatch functions on behalf of the Lewis County E911 Communications Division in the Emergency Management Department; prepares and maintains dispatch records; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources  
351 NW North St.  
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

*NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.*

*Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.*

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See Resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by Human Resources. Applications may be faxed to 360-740-1494 or emailed to [daleyn.coleman@lewiscountywa.gov](mailto:daleyn.coleman@lewiscountywa.gov) providing a signed hard copy follows within 5 business days. *If completing the application process online, no hard copies are necessary.*

## MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent
  - ▶ Within one year of employment: A Telecommunications I and II Certification, Emergency Medical Dispatch Certification, First Aid/CPR Certification, Access I and II Certification, and TTY/TDD Certification are required
  - ▶ Valid Driver's License is required
  - ▶ Proof of eligibility to work in the United States
  - ▶ Ability to speak, read, and write the English language effectively
  - ▶ Employee will need to pass a criminal background check including finger print check.
  - ▶ Ability to speak, read, and write the English language effectively
  - ▶ Ability to type 40 WPM
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