



Lewis County Employment Opportunity

Department: **911 Communications** | Position: **Public Safety**

**Telecommunications Officer-
Supervisor**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 21: \$4,200 - \$5,649/mo.**

Posting Opens: **01/26/2021**

Posting Closes: **Open until filled**

DEPARTMENT / OFFICE

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

POSITION SUMMARY

Under limited supervision, plans, coordinates, and supervises the operations and activities of the Lewis County E911 Communications Department; monitors and participates in dispatch activities; maintains dispatch equipment and records; and supervises assigned personnel.

This is a 24/7 operation. Applicants must be available to work all shifts.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

Application packets may be requested by calling (360)740-1408.

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.

MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent; AND three (3) year's dispatch experience, including one (1) year supervisory experience.
 - ▶ A Telecommunications I and II Certification, Emergency Medical Dispatch Certification, First Aid/CPR Certification, Communications Training Officer (CTO) Certification, Communications Training Officer Instructor (CTOI) Certification, and Criminal Justice Training Commission (CJTC) Instructor Certification are required.
 - ▶ 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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