



Lewis County Employment Opportunity

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

Telecommunications Operator

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 120: \$4,876 - \$6,560/mo.**

Posting Opens: **09/30/2025**

Posting Closes: **Open Until Filled**

Review Date: **Applications will be reviewed weekly**

DEPARTMENT / OFFICE

Lewis County is looking for five (5) Public Safety Telecommunication Officers. This is a Guild represented, FLSA non-exempt position.

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

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 <https://jobs.lewiscountywa.gov>

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.

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.*

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 and/or resume may be requested after successful typing test**

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.
- ▶ 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 fingerprint check.
- ▶ Ability to speak, read, and write the English language effectively.
- ▶ Ability to type 35 WPM.

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