

Sanpete County Sheriff's Office

1500 South Highway 89
P.O. Box 130
Manti, Utah 84642
Phone: (435) 835-2191



Sheriff
Brian Nielson

Dispatch Supervisor
Sheila Bringhurst

Recruitment Public Safety Dispatch Part Time Employment

Opening Date: August 15, 2017 **Closing Date:** August 27, 2017 by 5 pm

Starting wage: \$12.97 per hour, no benefits after EMD certification \$14.85 per hour

Minimum Eligibility

- Must be at least 21 years of age
- High school diploma or equivalent
- Type 35 wpm (attach testing certificate to application)
- Ability to multi task and remain calm under pressure
- Ability to competently and effectively handle non-emergency and emergency calls to the 911 dispatch
- Able to speak English well; a knowledge of Spanish helpful
- Must have a valid Driver License
- Must be willing to conduct themselves in accordance with the policies of the county and Sheriff's Office; Dispatcher code of ethics; and local, State and Federal Laws.
- Willing to perform other duties as assigned.
- Write reports, provide testimony, and facilitate evidence collection prior and during courtroom proceedings
- Willing and able to work flexible hours to include all varied shifts, nights, weekends and holidays, as required by the position. Subject to call outs and emergency activations
- Have demonstrated good moral character and pass a background investigation
- Be free of any physical, emotional, or mental condition that might adversely affect the performance of the applicant's duty as a dispatcher
- Must be able to pass a POST type background check
- Must pass a drug screen

Preferences

- Familiar with use of eForce CAD system
- Familiar with use of Vesta phone and 911 system
- Familiar with police, fire and 911 dispatching
- Working knowledge of BCI/UCJIS files

Applicants must submit a completed application and three (3) Information Release Forms found either at Sanpete County Sheriff's Office or on line www.sanpetesheriff.org under Employment by the closing date.