

## Sanpete County Sheriff's Office

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



**Sheriff**  
Jared Buchanan

**Dispatch Supervisor**  
Neil Johnson

---

# Recruitment Public Safety Dispatcher Full Time Employment

**Opening Date:** February 12, 2021 **Closing Date:** February 25, 2021 by 5 p.m.  
Starting wage: \$16.24-\$17.12 per hour, plus benefits

### 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 a United States Citizen.

### Preferences

- Emergency Medical Dispatch certified, POST Dispatch certified
- 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 or BCI/UCJIS files

### Ability to

- Must have a current CPR/BLS certification or ability to obtain within 30 days (attach certification if already certified)
- Ability to be certified within six months for POST Dispatch certification (attach certification if already certified)
- Ability to be certified as EMD/PRO-QA within six months (attach certification if already certified)

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](http://www.sanpetesheriff.org) under Employment by the closing date.