



Job Posting Emergency Communications Dispatcher

The Lorain County Commissioners are accepting applications for the position of Emergency Communications Dispatcher for its 911 Center, a County wide emergency services facility.

Position Summary:

The successful candidate will receive requests for assistance and be able to obtain information necessary to assess the situation, and dispatch personnel to render needed assistance; operate and control radio and computer equipment and dispatch to multiple public safety agencies.

QUALIFICATIONS REQUIRED:

- 1-year dispatch or 911 or equivalent experience.
- Have knowledge of the English language, both in the written and spoken word, which includes the meaning and spelling of words, composition, and grammar.
- Have knowledge of administrative and clerical procedures, including word processing systems, stenography and transcription, and similar office procedures and terminology.
- Have knowledge of laws, legal codes, government regulations, and agency rules.
- Have knowledge of computer applications, computer programs, and computer hardware and software.
- Have knowledge of the jurisdictional geographical area they will be serving, including highways and thoroughfares.
- Be able to communicate effectively and use logic and reasoning to come to solutions, conclusions, or alternate approaches to problems.
- Be able to identify complex problems, develop and evaluate options, and implement solutions.
- Ability to multi-task efficiently.
- Ability to successfully pass a drug screening and criminal background check.

PREFERRED:

- Advanced First Aid/CPR/AED
- Basic Telecommunications
- Critical Incident Stress
- Domestic Violence
- Emergency Medical Dispatch
- Hazardous Materials
- Suicide Intervention
- Terrorism
- TTY Training
- CAD

Must be able to handle fast paced, high stress situations and be able to demonstrate multi-tasking abilities responding to a caller while typing into the CAD to dispatch emergency services. Strong focus on customer service and excellent communications skills required. Candidates must have a demonstrated history of good attendance.

We are seeking out candidates that are able to work a flexible schedule including irregular hours in the afternoon, midnight, weekends and holidays.

Classroom and console training is provided on site.

High School diploma or equivalency required.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.