

Steuben County, New York is currently recruiting candidates for the position of

DISPATCHER

Part-time

Dispatchers operate a variety of equipment to rapidly and accurately receive, record, and transmit messages of great importance that often involve matters of life and death. They may also perform other clerical duties as time permits. Work is performed under the general direction of a higher-ranking supervisor with leeway allowed for the exercise of independent judgment.

Applicants ***must*** meet the following **MINIMUM QUALIFICATIONS**:

Graduation from high school or possession of an equivalency diploma and either:

- (a) Completion of thirty (30) credit hours at a regionally accredited or New York State registered college or university; or
- (b) One year of experience as a dispatcher or as an active member of a volunteer or paid emergency services organization which shall have involved the operation of radio-telephone equipment; or
- (c) One year of experience in a position involving substantive responsibility for giving and receiving (recording/relaying) essential information; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENT(S)

Candidates must pass a criminal background (fingerprint) check and be eligible for all Integrated Justice Portal certifications when a position is offered and prior to beginning employment and, if hired, must maintain such eligibility for the duration of and as a condition of employment.

Note Steuben County residence preferred

Salary \$17.00 per hour (approximately 18 hours per week)

Interested qualified applicants are invited to complete an application, which is available online at www.steubencony.org or from the 911 Department at 6979 Rumsey Street Extension, Bath, NY and the Steuben County Personnel Office.

Send completed application to:

Nathan A. Alderman, Personnel Officer
Steuben County Department of Personnel and Civil Service
3 East Pulteney Square
Bath, New York 14810