# Job Title: Richland County Communications Specialist (Full-Time)

**Location:** Wahpeton, ND
**Starting Salary:** $3950.27 / month + Excellent Benefits Package
**Closing Date:** 12/18/ 2026

Richland County is seeking a dedicated, full-time **Communication Specialist** to join our team. This job features a friendly shift work environment, with rotating holidays and weekends along with shift differential pay. Starting salary is $22.79/hour $3,950.27/ month plus an excellent benefit package. Salary will increase after successful completion of probationary period to $ 23.60/ hour or $4,090.67/ month plus benefits. Candidates must be fingerprinted, participate in pre-employment testing, hearing, drug test, and pass a criminal background check. No experience is necessary for this position. Training is provided on the job.  Anyone with a felony or Class A or B Misdemeanor will be disqualified.

**Responsibilities**

Answer and prioritize incoming calls on a multi-line telephone/911 system. Determine nature of complaint and dispatch law enforcement, ambulance, and fire departments.
• Provide skilled communications and support services related to emergency and non-emergency situations.
• Utilize a various computer program
information, criminal histories, and warrants.
• Enter information and make inquiries in the National Crime Information Center database.
**Education:** High School diploma is required.

**How to Apply**

A formal Richland County job application must be completed to be considered. You can obtain an application through any of the following methods:

- **In Person:** Richland County Human Resources, 418 2nd Ave N, Wahpeton, ND 58075
- **Email:** molsen@co.richland.nd.us
- **Online:** www.co.richland.nd.us
- **Phone:** 701-642-7704

**Application Deadline:** All applications must be submitted by **December 18, 2026**.
*Richland County is an Equal Opportunity Employer.*