

Richland County Communications Specialist

Join our team of emergency call handlers.

This job features a friendly shift work environment, with rotating holidays and weekends along with shift differential pay. 2024 starting salary is \$19.64 per hour or \$3,404.27 per month plus an excellent benefit package. Salary will increase after successful completion of probationary period to \$ 21.40 per hour or \$3,709.34 per month plus benefits.

A high school diploma or GED required. Candidate must be fingerprinted, participate in pre-employment testing, hearing, drug test, and also pass a criminal background check. Anyone with a felony or Class A or B Misdemeanor will be disqualified.

Following is a partial list of responsibilities for this position:

- 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
- Operate a teletype system to retrieve vehicle information, driver information, criminal histories, and warrants.
- Enter information and make inquiries in the National Crime Information Center database.

No experience is necessary for this position. On the job training is provided.

A Richland County Job application must be completed and may be obtained by contacting Human Resources at 701-642-7704, by email to molsen@co.richland.nd.us or on our website at www.co.richland.nd.us. Open until filled.