

COOK COUNTY EMPLOYMENT OPPORTUNITY

TITLE: DISPATCHER/JAILER

FUNCTION: Serves as 9-1-1 operator to coordinate law enforcement and emergency personnel communications at the Cook County Law Enforcement Center. Acts as Jailer to maintain security and safety of holding facility and prisoners.

DUTIES: Typical duties include, but are not limited to, the following:

Acts as primary 9-1-1 dispatching source for law enforcement and emergency service agencies and staff in the County. Acts as Jailer when prisoners are brought in. Maintains security checks of prisoners and arranges for meals and personal needs as required. Contacts authorized person when alarms in buildings are activated. Records data into computer and ledgers. Sets up case files. Operates and/or monitors radios, cameras, recorders, computers, and other equipment. Acts as receptionist at Law Enforcement Center, assisting people or referring them as appropriate. Completes in-service training as required and maintains certifications.

MINIMUM QUALIFICATIONS REQUIRED: Two years of post-high school clerical education and/or experience or equivalent office/computer background, is required. Must be able to type 45 WPM and be comfortable with computer systems. Must be able to complete paid on-the-job training in first aid, emergency care, National and State crime computer systems, dispatching, and jailing. Must be able to remain calm and think logically during emergency situations, to work with all types of people, and to maintain confidentiality.

STATUS OF DUTIES: Cook County is recruiting for one potential regular, half time position working 28 hours per week on a rotating schedule to include days, afternoons, evenings, weekends, and holidays. Salary range: \$16.52 (Step 1) through \$21.49 (Step 15) per hour. Position qualifies for a partial County benefit package.

SELECTION PROCESS: Applicants must complete a formal Cook County application form and supplemental education/experience questionnaire. Applicants with the highest education/experience ratings, including veteran preference points if applicable, will be interviewed for the position when there is an opening. For applications, go to the Cook County web site (www.co.cook.mn.us) or contact Administrator Jeff Cadwell, Cook County Courthouse, 411 W. 2nd St., Grand Marais, MN 55604; (218)387-3687; jeff.cadwell@co.cook.mn.us Open until there is a vacancy and is filled. Candidates with disabilities who may need special accommodations to participate in this application/testing process should contact Jeff Cadwell to make appropriate arrangements.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
November 15, 2016