



## POSITION AVAILABLE:

### Dispatcher (Part-Time)

**POSTING DATE:** Tuesday, April 12, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Portage County Sheriff's Office  
**LOCATION:** Ravenna, OH  
**STARTING SALARY:** \$18.00/hour (part-time)  
**WORKING HOURS:** Shift Work

This position works under the general direction of the Communications Manager, to monitor and receive routine and emergency calls; and to dispatch public safety personnel and equipment for law enforcement, fire, or medical services; and to perform other related duties as required. This is a full-working Communications Dispatcher. Incumbents are expected to be technically proficient in handling the full range of non-emergency dispatching assignments and be required to facilitate emergency situations necessitating independent judgment in determining an appropriate course of action.

**\*ACCEPTING LATERAL TRANSFERS – CONSIDERATION OF PRIOR SERVICE YEARS AND EXPERIENCE\***

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The statements contained below reflect general details as necessary to describe the principal functions of this job, the level of knowledge, skills typically required, and the scope of responsibility, but should not be considered an all-inclusive of working requirements.

- Receives and dispatches information via radio and telephone regarding emergency calls from the public and public safety personnel.
- Evaluates information to determine jurisdiction, equipment, and personnel to coordinate the dispatch.
- Dispatches or relay calls to appropriate patrol units or public safety agency.
- Reacts quickly, efficiently and calmly in emergency situations.
- Maintains a reassuring and calming manner with callers to obtain required information.
- Persuades emergency callers to stay on the line as needed.
- Operates two-way radio, computer terminal(s) and telephone equipment.
- Studies maps to gain familiarity with major landmarks, roads, streets and buildings within the county.
- Operate a variety of complex electronic and telecommunications dispatching equipment.
- Interviews callers to obtain preliminary report of incident, criminal activity, fire, medical emergency, or other emergency, and gains sufficient information to properly respond and dispatch appropriate assistance.
- Determines priorities of multiple requests for assistance based on nature of crime or incident.

#### **HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities> OR PICKED UP AT THE LOCATIONS BELOW:
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED TO:

**PORTAGE COUNTY HUMAN RESOURCES**  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266  
FAX: 330-298-4225  
EMAIL: [HRD@portageco.com](mailto:HRD@portageco.com)

or

**PORTAGE COUNTY SHERIFF'S OFFICE**  
SUSAN SCHLARB  
8240 INFIRMARY ROAD  
RAVENNA, OH 44266  
[sschlarb@portageco.com](mailto:sschlarb@portageco.com)

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**