



Sheriff
Dan Altena
Sioux County Sheriff's Office
4363 Ironwood Avenue
Orange City, IA 51041

Office (712) 737-2280 Fax (712) 737-8185

Sioux County Sheriff's Office Position

FULL-TIME TELECOMMUNICATOR (DISPATCHER)

The Sioux County Sheriff's Office is accepting applications for the position of one (1) full-time telecommunicator. Applicants must be at least 18 years of age and have a high school diploma or equivalent. Applicants should have good typing, computer and people skills. Experience in telecommunication is preferred. All applicants will be subject to a criminal background check and drug test.

Applications can be picked up at the Sioux County Sheriff's Office located at 4363 Ironwood Avenue, Orange City, or downloaded from our web site: www.siouxcountysheriff.com, click on the employment link.

All applications need to be submitted by Friday, May 16, 2008.

All application and/or resumes' will be open to public inspection unless requested in writing to be kept confidential. Discrimination on the basis of race, color, nation origin, sex, age, religion or handicap is prohibited. Sioux County Sheriff's Office is an Equal Opportunity Employer.

The job of a telecommunicator involves working one of two stations in the Communications Center. The goal of Sheriff Dan Altena is to always have two telecommunicators working; at this time that won't always be possible. Consequently there are times when you would be working alone.

The telecommunicator receives all 911 calls, dispatches police, fire, and ambulance units. Receives police unit communications, i.e., entering records of a vehicle stop, running information via the computer for vehicle license checks, driver license checks, warrant checks, etc. Handles miscellaneous administrative calls and other communication duties.

The position will involve high stress times, and computer skills are essential.