
Telecommunicator/Emergency Medical Dispatch



NOVEMBER 4, 2021

Umatilla County

<http://www.co.umatilla.or.us/hr/>

216 SE 4th Street, Pendleton OR 97801

Phone: 541-278-6205 Fax: 541-278-6374

Email: hr@umatillacounty.net

TDD (Hearing Impaired): 541-278-5467

An Equal Opportunity Employer



Umatilla County

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Telecommunicator/Emergency Medical Dispatch

Position # 21-28

SALARY: \$3,376.00/ Month (to start)- Plus Excellent Benefits
CLOSING: Open Until Filled- Reviewed Weekly starting 5/14/2021
DEPARTMENT: Sheriff's Office

Description:

The Telecommunicator/Emergency Medical Dispatcher is responsible for answering 9-1-1 emergency, non-emergency, and administrative telephone lines, and is responsible for providing callers with necessary assistance. Makes response decisions regarding fire, police and EMS. Also, is responsible for receiving and transmitting to mobile units on a two-way radio, under the provisions set up by the FCC.

Requirements:

1. Must be at least 18 years of age.
2. Possess a high school diploma/or a GED.
3. Employee must be able to distinguish between the full range of colors in the color spectrum to work with CAD system.
4. Must successfully complete and maintain certification for Basic Telecommunicator and Emergency Medical Dispatch within first year of hire.
5. Must attain and maintain LEADS certifications.
6. Must be able to understand, speak, and write the English language clearly and fluently.
7. Must possess knowledge to operate miscellaneous office equipment, including a personal computer, telephone computer, computerized radio equipment and fax machine.
8. Must be a highly organized and self-motivated individual.
9. Must have the ability to work without supervision.
10. Must be able to make correct response decisions under low, medium and high stress conditions where life and property are concerned.
11. Must be able to gain control of an out-of-control person under low, medium and high stress conditions where life and property are concerned.
12. Must be a multi-task oriented individual.
13. Knowledge to operate and communicate on law enforcement radio.
14. Must have knowledge of FCC rules and regulations.
15. Have the ability to work with ethnic minority groups and communities.
16. The ability to establish and maintain effective working relationships with employees, other agencies and the general public.
17. Requires devising work methods and solutions for each problem.
18. Work is subject to continuous pressures calling for inventiveness.

SIGNING BONUS: A maximum, one-time hiring bonus of up to \$8,000 will be offered to certified, experienced telecommunicators hired for the position of telecommunicator with the Umatilla County Sheriff's Office. Qualified applicants must; be either currently DPSST telecommunicator certified, or possess the equivalent level of telecommunicator certification from another state; must be in good standing with DPSST, or their state's certification board, and their current employer. Previous Umatilla County employees are not eligible for signing bonus. The incentive is offered for a limited time only. The incentives are offered in the following manner: \$5000 for DPSST Basic Telecommunicator Certificate, \$6500 for DPSST Intermediate Certificate, \$8000 for DPSST Advanced Certificate, and are payable as follows: one half (1/2) of the applicable bonus paid in the employee's first regular pay check, one half (1/2) paid at successful completion of the Umatilla County Sheriff's Office's field training program and the applicable probationary period. Bonus is conditioned on remaining employed with the Umatilla County Sheriff's Office in this position for a period of not less than twenty-four (24) months, and repayment will be required if leave the position voluntarily within that time period.

Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.

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