



# Ottawa County Central Dispatch Authority West Olive, MI

## **Public Safety Communications Specialist**

Hourly Pay Range \$19.91 to \$26.02

Ottawa County Central Dispatch (911) is currently accepting applications for the position of Public Safety Communications Dispatcher. The position performs law enforcement, fire, emergency medical services (EMS) and rescue telecommunications dispatch work in the Ottawa County Central Dispatch Authority. Responsibilities include operating a computer aided dispatch system and multi-line 911 telephone system to receive requests for emergency public safety assistance, provide pre-arrival instructions and determine type and level of response necessary. In addition, operation of radio communications equipment to complete timely and effective dispatch of emergency personnel and equipment and well as monitor response and safety of responding units. The position requires excellent oral communication skills, the ability to deal with stressful situations and demonstrated decision making skills. Extensive telephone and professional public contact skills required.

**MINIMUM QUALIFICATIONS:** A minimum of eighteen (18) years old, high school diploma or equivalent required, one (1) year experience in public safety communications , or related experience in the fire/police/ems field and basic first aid/CPR preferable. One (1) year computer experience and demonstrated typing of a minimum of 35 words per minute, as well as strong multi-tasking skills.

**SPECIAL REQUIREMENTS:** Complete background and criminal history investigation including fingerprinting required as a condition of employment. Must have a valid Michigan Driver's License, or the ability to obtain one prior to beginning employment.

The position requires shift, holiday, and weekend work for continuous 24/7 shift coverage.

Applications available at [www.ocdda.org](http://www.ocdda.org). Please submit your completed application along with your resume with cover letter for the position. Applications may be dropped off in person to OCCDA at 12101 Stanton St. West Olive, MI 49460 or emailed to [employment@ocdda.org](mailto:employment@ocdda.org).