

## **POSITION: Pearl River County Dispatcher for Police/Sheriff/Fire/EMS/9-1-1**

Respondents must include their resume and Application for Employment that can be found at [pearlrivercounty.net](http://pearlrivercounty.net) website under Employment. The file is Application for Employment.

You can deliver to:

**Pearl River County Board of Supervisors**  
**Attn: Dispatcher Opening**  
**200 South Main Street**  
**Poplarville, MS 39470**

Or email to [cmeitzler@pearlrivercounty.net](mailto:cmeitzler@pearlrivercounty.net)

### **POSITION SUMMARY**

Pearl River County has consolidated its dispatch functions and is looking to hire individuals to expand the team to serve as Emergency Dispatchers. This position will be a Pearl River County employee working in Picayune.

### **POSITION OVERVIEW**

The 911 dispatcher is often the unsung professional of the emergency response team. These professionals, who gather essential information from callers and dispatch the appropriate first responders to the scene, must be able to take control of situations that may be chaotic, heart-wrenching, stressful, confusing, and frenzied.

### **DESIRED SKILLS FOR THIS POSITION:**

1. Proficient in Microsoft Office Suite and related software is a plus.
2. Ability to type at least 30 words per minute on a qwerty (standard) keyboard.
3. Skilled in interpreting and enforcing rules, regulations, policies, and procedures. Skilled at receiving and transmitting messages accurately using radio or telephone equipment
4. Able to monitor the receipt, transmission, and accuracy of messages processed using state-of-the-art emergency communications equipment and systems.
5. Able to make decisions in emergency or high-risk situations.
6. Able to provide effective customer service.
7. Communication and interpersonal skills and techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
8. Ability to establish and maintain effective working relationships with other dispatch personnel, officials, law enforcement personnel, and the general public.
9. Ability to read maps and to effectively direct emergency and/or department personnel to locations of crimes or incidents.
10. Knowledge of the geography of Pearl River County and its subdivisions is a plus.
11. Ability to think clearly and make quick decisions in an emergency situation;
12. Ability to perform multiple tasks at the same time;
13. Ability and willingness to work shifts is required;
14. This position requires satisfactory completion of a background investigation due to the need for access to law enforcement facilities, records, and communications systems. Polygraph and drug screening are required for all positions

### **EDUCATION AND EXPERIENCE:**

1. High School diploma or G.E.D.
2. Valid Driver's License.

### **SPECIAL NOTICE ITEMS:**

**The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.**

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.**