



**JOB VACANCY**  
Bertie County

MUST BE 21 YEARS OF AGE TO APPLY

***TELECOMMUNICATOR***

The Bertie County Sheriff's Office is accepting applications for a full-time Telecommunicator.

**QUALIFICATIONS:**

Requires high school diploma, some communications, dispatching or other public contact work preferred. A valid driver's license and vehicle for daily use is required. Working knowledge of the geographical layout of the Bertie County as to location of streets, important buildings and other landmarks is desirable.

**DESCRIPTION OF WORK:**

The desired candidate will be required to successfully respond to emergency calls and provide dispatching needs accordingly. Communications will be received via a computer aided dispatch system, and appropriate responses will be dispatched via radio and advanced telephone systems. Candidate will coordinate needed public services relating to county law enforcement, fire, and emergency medical services.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to exercise sound judgment in emergency situations and extract needed information from the caller.

Ability to multi-task listening to various radio traffic and taking and handling multiple calls for service while maintaining on-going records of activities.

Ability to speak clearly, distinctly and politely.

Working knowledge of the laws and regulations relating to the use of DCI and knowledge of appropriate modules.

Working knowledge of the use of specialized law enforcement package software.

General knowledge of related Federal Communication Commission regulations.

Skill in the operation of two-way radio equipment.

Ability to multi-task listening to various radio traffic and taking and handling multiple calls for service while maintaining on-going records of activities.

**APPLICATION PROCESS:**

Please submit an application, cover letter, and resume to any NCWorks Career Center, or through Bertie County Human Resources Department, PO Box 530, Windsor, NC 27983. This ad is valid until the position(s) has been filled.

*Bertie County is an Equal Opportunity Employer.*