

LeeComm



Communications Operator

The Lee County PSAP, LeeComm, is accepting applications for the position of E911 Communications Operator (law enforcement/first responder dispatcher). This position requires testing to establish an eligibility list for employment. Testing will be conducted on **Tuesday July 26th, 2016 at 6 p.m.** in the Conference Room at the Lee County Sheriff's Office, located at 2530 255th Street, Montrose, IA 52639.

ESSENTIAL FUNCTIONS

Position includes monitoring and operating the radio and other equipment in response to emergency and routine calls. Answer incoming phone calls utilizing dispatch specific software. Must be able to communicate effectively and follow procedures and policies. Requires the ability to think and act quickly and calmly in emergency situations.

MINIMUM QUALIFICATIONS

High School Diploma/GED equivalent required. Must be able to prioritize multiple tasks and simultaneous events, determine the level of response and dispatch information to law enforcement, administrative officials, fire personnel and Emergency Medical Services to places of emergency or need. Log calls, monitor alarms and operate multiple computer systems. Process various paperwork, in accordance with federal and state law and maintain and are accountable for the handling of all confidential information. Applicant must be able to pass a thorough background investigation and must not have been convicted of a serious misdemeanor or above. Applicant must also pass a physical exam, pre-employment drug test and a typing test. Must live in Lee County or be willing to relocate.

SALARY RANGE/WORK SCHEDULE

Full-time position: \$16.19-18.86/per hour with 36 hours of personal time per year and vacation after six months. Position also includes full benefit package. PPME Bargaining Unit. Must be available to work days, nights, weekends and holidays.

HOW TO APPLY

The "Application to Test" is available online at www.leecounty.org, or by calling 319-372-1152 ext 121 or ext 156, or at the Lee County Sheriff's Office, 2530 255th Street, Montrose, IA. Applicants must complete the "Application to Test" and it must be on file with LeeComm located at the Lee County Sheriff's Office, 2530 255th Street, Montrose, IA 52639 **by 3:00 p.m. on Friday July 22nd, 2016**, in order to be eligible for testing.

LEECOMM DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.