

Rockingham County
Department of Human Resources

Career Opportunity



Salary Range: **\$17.43 - \$25.57**
Dependent upon Experience

Position Title: Dispatch Operator - Union

Shift Differential:
\$1.75 p/hr 2nd Shift & \$2.00 p/hr 3rd Shift
Weekend Premium: **\$1.50 p/hr**

Department: Sherriff's Office
Administrative Services Division

Status/Shift: Full Time/Union/Non-exempt
Shift: TBD

Posted: Open
Closing: Until Filled

Purpose/Scope:

Rockingham County Sheriff's Office is seeking applicants to fill two, full time, union positions as dispatch operators. Rockingham County Sheriff's Office, located in Brentwood, NH, is a public safety entity comprised of several divisions. The Administrative Services Division includes a 24 hour a day emergency dispatch center responsible for dispatching calls for service to 25 Police and 18 Fire/EMS departments within Rockingham County.

Essential Job Functions:

Assists law enforcement and emergency personnel in responding to calls for assistance by dispatching deputies, police, fire and EMS units.
Maintains accurate, electronic logs of all calls and dispatches units as needed.
Provides geographical and incidental factual information to emergency units.
Sends and receives information to NCIC and NLETS through the NH State Police (SPOTS) system.

Knowledge, Skills, and Abilities Required:

Must have valid driver's license.
Ability to pass a rigorous background investigation, occupational health assessment & drug test.
No criminal record. High School graduate or GED required.
Certification in NH State Police On-line Telecommunications System (SPOTS), preferred.
Familiarity with IMC public safety software is a plus.
Proficiency in computer use and ability to adapt to new and changing technology
Proficiency in database queries and accuracy in data entry.
Ability to handle an array of duties at once and remain calm and focused.
Ability to work weekend, evening and holiday shift required. Shift assignments are determined after training completion.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Department of Human Resources

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833
Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.