



# ROSEBUD COUNTY SHERIFF'S OFFICE

Allen Fulton– Sheriff Bruce Price – Undersheriff

180 South 13<sup>th</sup> Avenue P.O. Box 85  
Forsyth, Montana 59327  
(406) 346-2715 – Fax (406) 346-7397

## PUBLIC SAFETY COMMUNICATOR JOB INFORMATION (DISPATCHER)

**Shift:** Full time: works an average of 40 hours per week in 12 hour rotating shifts.  
Part time: works rotating shifts as scheduled, covering for vacation and sick time, unscheduled shifts, and Holidays as needed. Part time is guaranteed 8 hours a week.

**Wage:** Starting wage is \$12.50 per hour with a 50 cent increase every six months of employment based on a performance evaluation. After three years of employment, cost of living increases only. There will be no annual cost of living increases for the first three year period. Employer pays 100% of health insurance for employee.

**Responsibilities:** The dispatcher will receive messages and relay them quickly and accurately. The dispatcher answers the radios, administrative telephone lines and 911 lines, sends and receives teletype messages, makes timely record entries, keeps logs accurately, will keep confidences, is courteous to all callers, officers, and fellow Sheriff Office personnel and is conscientious in all responsibilities. The dispatcher will page out ambulances, fire equipment, and other emergency personnel as needed. The dispatcher is responsible for other duties too numerous to mention.

**Job Requirements:** The applicant must have a high school diploma or equivalent. A full criminal history will be conducted. Applicants need to have basic office skills dealing with telephones, computers, faxes, copiers, etc. Prior radio and dispatch experience desirable. Dispatchers must be able to hear and speak clearly, read well, interpret quickly, communicate effectively with people, deal with the public in a friendly manner, make good decisions under pressure, perform several tasks at once, and give accurate directions; have good spelling ability, typing skills, computer knowledge, a good memory and be able to deal with stress. The dispatch operator is willing to learn, accepts constructive criticism willingly, openly communicates with others, expects to be monitored, shares suggestions openly and is diligent to do as good a job as is reasonably possible and expected given the circumstances. The dispatcher must have the ability to learn to act quickly and accurately to an emergency, remaining calm at all times. The dispatcher realizes importance of establishing a good working relationship with co-workers and working as a team.

**Resume is preferred but not required.**

**Contact: Jenni Cherry, PSC Supervisor**



# ROSEBUD COUNTY, MONTANA

## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER

*Employees of Rosebud County and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, creed, religion, political affiliation, national origin, disability, marital status, sex or age.*

**Rosebud County encourages applications from diverse candidates and candidates who support diversity.**

PLEASE READ CAREFULLY - PRINT CLEARLY OR TYPE - ANSWER ALL QUESTIONS

Name in full \_\_\_\_\_ ( )  
 (Last) (First) (Middle) (Telephone)

Address \_\_\_\_\_ ( )  
 (Mailing & Street) (City) (State & Zip) (Message Telephone)

Are you 18 years or older?  Yes  No

Position applying for: \_\_\_\_\_ Department: \_\_\_\_\_

List other names, if any, used on employment or education records: \_\_\_\_\_

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status?  Yes  No

Have you ever worked for Rosebud County?  Yes  No Department? \_\_\_\_\_ When? \_\_\_\_\_

Position Held? \_\_\_\_\_ Reason for Leaving? \_\_\_\_\_

Do you have any relatives working for Rosebud County?  Yes  No \_\_\_\_\_

If yes, where? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (Conviction is not an automatic bar to employment.)  
 If yes, describe in full giving dates: \_\_\_\_\_

### EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did you Graduate?	List Diploma or Degree
			1	2	3	4		
High School	_____	_____					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
	_____	_____						
	_____	_____						
College / University	_____	_____					<input type="checkbox"/> Yes <input type="checkbox"/> No	
	_____	_____						
	_____	_____						
Other (Specify)	_____	_____						
	_____	_____						
	_____	_____						

## EMPLOYMENT HISTORY

(Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Give a complete record of employment.)

Most recent employment first

May we contact employer listed below? YES  NO

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____		
Employer _____	Phone: _____			
Address _____	City _____	State: _____	Zip: _____	
Salary _____	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Hours/week _____	
Supervisor's Name & Title _____		Phone No. _____		
In your own words describe your work: _____				
Reason for Leaving: _____				

May we contact employer listed below? YES  NO

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____		
Employer _____	Phone: _____			
Address _____	City _____	State: _____	Zip: _____	
Salary _____	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Hours/week _____	
Supervisor's Name & Title _____		Phone No. _____		
In your own words describe your work: _____				
Reason for Leaving: _____				

May we contact employer listed below? YES  NO

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____		
Employer _____	Phone: _____			
Address _____	City _____	State: _____	Zip: _____	
Salary _____	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Hours/week _____	
Supervisor's Name & Title _____		Phone No. _____		
In your own words describe your work: _____				
Reason for Leaving: _____				

May we contact employer listed below? YES  NO

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____
Employer _____	Phone: _____	
Address _____	City _____	State: _____ Zip: _____
Salary _____	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/> Hours/week _____
Supervisor's Name & Title _____	Phone No. _____	
In your own words describe your work: _____		
Reason for Leaving: _____		

Please explain any periods of unemployment: _____

Add additional pages if necessary.

**RESUME REQUESTED BUT NOT REQUIRED.**

<b>REFERENCES</b> (Minimum of 3 non-family references are required.)	
1)	
Name _____	Title _____
Address _____	City _____
State _____ Zip _____	Phone _____
2)	
Name _____	Title _____
Address _____	City _____
State _____ Zip _____	Phone _____
3)	
Name _____	Title _____
Address _____	City _____
State _____ Zip _____	Phone _____

List <b>SKILLS</b> you believe relevant to position

**RELEASE FOR  
PRE-EMPLOYMENT BACKGROUND INFORMATION**

I, \_\_\_\_\_, agree and consent to allow the **Rosebud County Sheriff's Office** to conduct a background information check on me. I understand and agree the **INFORMATION ABOUT ME** will be used and shared internally by Rosebud County personnel and officials to evaluate me for employment with the Rosebud County Sheriff's Office.

Except as noted by crossing-out the item, I consent to background information research by Rosebud County knowing the research will include, but is not limited to, the following sources of information: **(CROSS-OUT ANY ITEM FOR WHICH CONSENT IS WITHHELD)**

- Criminal History (including federal and multi-state criminal history records, and law enforcement and prosecution files)
- Traffic/Driving Records and Reports
- Juvenile Offense Records and Reports
- Judicial Records of civil and criminal proceedings
- Probation Records
- Child and Family Services Information and Referrals
- Current and former employers
- References provided by the applicant
- Other/Notes by applicant: \_\_\_\_\_

I consent and direct that any entity and/or person holding the information about me, except as expressly noted or withheld above, shall release the information to Rosebud County.

**I further release and agree to hold-harmless these entities and persons who in good faith provide information about me to the Rosebud County Sheriff's Office based on this Release. I agree that I cannot and will not pursue any claim against the providers of information or against Rosebud County based on an employment decision premised on background information provided or received in good faith.**

I SO AGREED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Maiden Name or Aliases \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver License No. \_\_\_\_\_ State \_\_\_\_\_

This Release expires \_\_\_\_\_

## MONTANA PREFERENCE ACTS

If you are claiming preference under Montana Veterans' Employment Preference Act or Persons with Disabilities Employment Preference, check the appropriate box(es) below: (Documentation will be required)

To claim Veterans' Employment Preference you must be a U.S. citizen and (check one of the boxes below):

- A Veteran separated under honorable conditions.
- A Disabled Veteran separated under honorable conditions.
- The spouse of a disabled veteran if the veteran's disability prevents him/her from working.
- The unremarried surviving spouse of a veteran or disabled veteran.
- The mother of a veteran, if the veteran lost his/her life under honorable conditions while serving in the Armed Forces, OR has a service-connected, permanent, and total disability.

You may claim Disabled Persons Employment Preference as (check one of the boxes below):

- A disabled person certified by Vocational Rehabilitation and Blind Services or U.S. Department of Veteran's Affairs.
- The spouse of totally (100%) disabled person certified by Vocational Rehabilitation and Blind Services or U.S. Department of Veteran's Affairs.

If you checked one of the above boxes for Persons with Disabilities Employment Preference Act:

Are you a Montana resident?  Yes  No If "YES", date residency established: \_\_\_\_\_

### CERTIFICATION and AUTHORIZATION FOR RELEASE OF INFORMATION (Each application requires current date and original signature.)

I am an applicant for a position with Rosebud County. As such I am required to furnish information, which the County may use to determine my qualifications and suitability for employment.

I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture of employment opportunities with Rosebud County or termination of my existing employment with Rosebud County. I further understand that all information on this application is subject to verification and I consent to a criminal history / driving background checks for applicable positions.

I also consent that authorities of Rosebud County may contact my references, former employers, educational institutions or any other entities or agencies listed regarding this application. I further release said County, as well as my former employers, from any and all liability resulting from these reference checks.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

We appreciate your interest in employment with Rosebud County. Please feel free to attach your resume to this application, or any other additional information which you feel will be helpful in evaluating your qualifications for the position.

**Submit completed and signed application to:**

Rosebud County Commissioners  
1200 Main Street  
PO Box 47  
Forsyth, MT 59327

**OFFICE USE ONLY**