



ROSEBUD COUNTY SHERIFF'S OFFICE

Allen Fulton– Sheriff Scott McDermott – Undersheriff

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

911 DISPATCHER

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 20 hours a week.

Wage: Starting wage is \$20.00 an hour. Employer pays 100% of health insurance for full time employees, plus other benefits.

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. Dispatch Basic at Montana Law Enforcement Academy must be completed within one year of hire. A full criminal history and background check will be conducted. Applicants need to have basic office skills dealing with telephones, computers, faxes, copiers, etc. Excellent customer service skills are a must. 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 dispatcher 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, 911 Department Head

Email: jcherry@rosebudcountysheriffmt.gov