



# ROCKINGHAM COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### CAREERS

#### **POSITION: DISPATCH OPERATOR - UNION** SHERRIFF'S OFFICE

Join our team as the Dispatch Operator in the Sherriff's office. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

#### **SCOPE OF POSITION:**

Rockingham County Sheriff's Office is seeking applicants to fill two, full time, union positions as a dispatch operator. Rockingham County Sheriff's Office, located in Brentwood, NH, is a public safety entity comprised of several divisions. The Administrative Services Division includes an emergency dispatch center that operates 24 hours a day and is responsible for dispatching calls for service to 24 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.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- 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 shifts required. Shift assignments are determined after training completion.

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**SALARY RANGE:** \$17.43 - \$25.57 dependent upon experience

#### **Differential:**

Second Shift - \$1.75 / hr

Third Shift - \$2.00 / hr

Weekend - \$1.50 / hr

**STATUS/SHIFT:** Full Time / Shift TBD

**SUBMISSION REQUIREMENTS:** Employment application required. Resume and cover letter optional.

Apply Online: [Careers@co.rockingham.nh.us](mailto:Careers@co.rockingham.nh.us)

Walk-In / Mail Applications:

111 North Rd

.Brentwood, NH 03833

Applications can be found online at: [Rockinghamcountynh.org/careers](http://Rockinghamcountynh.org/careers)

***Equal Employment Opportunity***

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