



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: DISPATCH SUPERVISOR SHERIFF'S OFFICE

Join our team as a Dispatch Supervisor for Rockingham County Sheriff'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:

Directly supervise subordinate dispatch operators and carry out supervisory responsibilities in accordance with the organization's policies and procedures while performing the essential functions of a dispatcher.

ESSENTIAL JOB FUNCTIONS:

- Assures the smooth and efficient operation of assigned shifts.
- Compiles data and prepares incident reports for administration
- Evaluates work performance of subordinates and addresses disciplinary matters
- Recommends improvements to current dispatch policies, procedures and practices
- Responds to calls and dispatches deputies, local police, firefighters and ambulance personnel.
- Maintains an accurate log of all calls.
- Monitors fire alarms and dispatches units, as appropriate.
- Provides CJIS and geographic location information as requested by law enforcement.
- Sends and receives information from NCIC and NLETS through the NHSP Spots System.
- Keeps administration informed about the center's round-the-clock operations.
- Communicate effectively and efficiently in a variety of situations

REQUIRED EDUCATION AND EXPERIENCE:

- Five years of service in emergency dispatching
- ICS100 & ICS200
- NH State Police On-Line Telecommunications Systems Certification
- Knowledge of department policies
- Knowledge of NCIC procedures
- Radio console experience
- Knowledge of Rockingham County's geography
- Knowledge of the police units within the County and of law enforcement practices and procedures
- Relevant knowledge acquired through training, experience and/or education equivalent to the completion of a high school diploma

SALARY RANGE: Starting range \$ 21.78 - \$25.96 dependent upon experience – per CBA

STATUS/SHIFT: Full Time / Nights / Weekends / Holidays

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

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.