



MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

DISPATCHER - PROVISIONAL

SALARY: \$40,871 FT; \$15.919/HR PT

DEPARTMENT: SHERIFF

LAST FILE DATE: 4/3/2023

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for operating the public safety communication system in the Sheriff's Office or in a municipal police department. The incumbents operate telephone and radio equipment to dispatch police, deputy sheriffs and fire emergency personnel and equipment to scenes of crimes, accidents, fires and other emergencies. Dispatchers must be able to function calmly under stress and take appropriate action swiftly. Additional duties are of a routine clerical nature. The work is performed on a shift under the general supervision of higher-ranking office personnel in accordance with established policy. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. Please provide a copy of your driver's license (front and back) for proof of residency.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- A. Six months of experience in the use of communications equipment which involved dispatching personnel and/or equipment; or
- B. Six months of clerical experience which involved some computer keyboard input duties.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.