



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

DISPATCHER (HELP PROGRAM)

SALARY: \$50,699/FT;\$24.188/PT

DEPARTMENT: SHERIFF

LAST FILE DATE: 4/19/2024

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.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

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.

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