



## **Announcement of Employment Opportunity Saginaw County 9-1-1 Central Dispatch Tele-Communicator Full-Time**

### **General Summary:**

Under the general supervision of the Central Dispatch Director and Supervisors, the Emergency Tele-Communicator (Dispatcher) receives requests for police, fire, and emergency medical assistance from the public. Dispatches and/or relays calls for service to the appropriate police, fire, and emergency medical agencies or units. Assists emergency service agencies by collecting, storing, retrieving, and disseminating information vital to their operations.

### **Qualifications:**

1. At least 18 years of age
2. High school graduate or GED
3. Possess a valid Michigan Driver's license.
4. Have a good driving record
5. No criminal record
6. Must be willing to work a variety of 12 hour shifts, weekends, nights, and holidays with varying days off.

### **Education:**

1. High school diploma or its equivalent.

### **Experience:**

1. Ability to type a minimum of 40 net words per minute.
2. Ability to perform multi-tasks within a high stress working environment.
3. Ability to operate a number of computer systems.
4. Must be able to effectively communicate orally and remain calm in emergency situations.
5. Prior work experience with police, fire, or EMS agencies desired.

### **Benefits:**

Membership in Municipal Employees Retirement System (MERS) retirement, holiday pay, health insurance, dental insurance, vision insurance, life insurance, disability insurance, and paid time off accruals.

**Salary:** Starting Wage: \$13.00 per hour (training wage) / top wage \$25 per hour.  
(Increases based on successful completion of training phases)

### **Evaluation Method:**

1. Computerized testing
  2. Interactive Testing
  3. Oral Board Interview
  4. Must complete and pass pre-employment reference and security check.
  5. Must complete and pass physical and drug screen.
- \* Applicants selected to test will receive an email invitation including details and instructions.

### **Application Procedure:**

You must complete a Saginaw County Central Dispatch 9-1-1 employment application which is available online at [https://www.saginawcounty.com/departments/public\\_safety/9-1-1\\_administration/employment.php](https://www.saginawcounty.com/departments/public_safety/9-1-1_administration/employment.php), or you may request an application by emailing [911@saginawcounty.com](mailto:911@saginawcounty.com). Return completed applications to Saginaw County Central Dispatch by email to [911@saginawcounty.com](mailto:911@saginawcounty.com).