



Mills County E-911 Communications

Law Enforcement – Fire – EMS - EMA

Courthouse 418 Sharp Street Glenwood, Iowa 51534 (712) 527-3643 Fax (712) 527-4962
911.millscoia.us lhurst@millsctyema.org

JOB ANNOUNCEMENT

Mills County 911 Center has an immediate opening for the Position of 911 Telecommunicator. Applications will be taken until 4:30 P.M. – January 5, 2018

Are you passionate about serving your community? Start a great career as a 911 Communications Telecommunicator for the Mills County 911 Communications Center. 911 Telecommunicators are a critical link between our citizens and public safety responders. The ideal candidate will possess strong customer service skills, a calm disposition and advanced multi-tasking skills in order to listen, talk, read and type simultaneously with accuracy. The 911 Telecommunicator is responsible for answering 911 calls and dispatching agencies for Law Enforcement, Fire, EMS and Emergency Services; answering non-emergency phone calls; operate radio console and handle requests for information and assistance; enter and update information in computer aided dispatch system and many more associated duties. Training will be provided.

MINIMUM QUALIFICATIONS:

Must complete a thorough background check, earned a high school diploma/GED, obtain CPR certifications, IOWA/NCIC certification and Emergency Medical Dispatching certification within a timeframe established by the Director of Communications. Must successfully complete all required training and maintain all certifications as needed. Requires flexible hours for scheduling, including nights, weekends and holidays.

BENEFITS:

Salary starts at \$15.96/Hour with all County Benefits.

Job Description can be located on Mills County Website at www.millscoia.us
You can also apply online; attach resume and cover letter to application.

Resume and Cover Letter may also be emailed to Larry Hurst, Director of Communications at lhurst@millsctyema.org by 4:30 PM, Friday – January 5, 2018.

Mills County is an Equal Opportunity Employer.