

CITY OF PARIS  
POSITION DESCRIPTION

Position: E-911 Dispatcher

Reports to: Police Chief / Asst Chief / or their designee

Department: 124

Rotating 12hr schedule, 6a-6p or 6p-6a

\$16.22 - \$18.15 + an additional \$1.50 an hour for those that already hold a KDOCJ Certification. Higher compensation will be reviewed based on experience.

Job Summary: Employee is under general supervision and is responsible for the operation of technology and information resources allocated to dispatching.

- Performs responsibilities and specialized operations related to dispatching emergency calls to police, fire, ems, and public works as needed from the communication center.
- Other duties as assigned relative to the position.

FUNCTION: Thru application of technical skills is responsible for communication services for Law Enforcement, Fire / EMS, and Public Works, the accurate database of Bourbon County's streets addresses, and the proper operation of the 911 system. The work includes wide latitude of creative judgment with the following performance skills:

Multi- agency center experience

Strong Interpersonal and communication abilities

MINIMUM QUALIFICATIONS:

Training and Experience:

- Graduation from an accredited high school or its equivalent (GED).
- Certification in basic telecommunication by the Kentucky Department of Criminal Justice Training must be completed within the first 6 months of hire.
- Must be able to type and have a command of math as well as computers—and related computer hardware and software.
- Must be able to work well with co-workers, supervisor, and the general public.
- Must maintain a positive attitude and willing to take initiative.
- Must be able to carry out specialized duties and assigned tasks in a timely manner.
- The successful candidate should have a proven record in planning and problem solving. Also important is the ability to interact and establish good working relationships with multi-agency command leadership, government, and community officials, leaders, and the general public.

Special Knowledge. Skills and Abilities: Ability to establish and maintain effective working relations with employees, the general public, and all other related departments. Must be willing to take initiative, be dependable, alert, calm, and have integrity.

Physical: Lifting up to 25 and ability to sit for extended periods of time.

Tools

Personal Computer with multiple screen display, scanner, copier, telephone system, radio, fax, internet.

Mental Effort: Heavy.

Interruptions: Constant.

Confidential Information: Regular use of confidential information.