

Job Description

The Preston County Emergency Management/E-911 Director and the Preston County E-911 Deputy Director understand that the position of Dispatcher requires great sacrifice of the person assigned to the position. It is this understanding which results in their joint effort to make working conditions within Preston County E-911 as pleasant and humanly possible while still achieving the goals of Preston County E-911. The work of a Dispatcher is considered extremely stressful. The nature of the work in combination with working conditions has the potential to be disruptive of the home environment. Applicants must understand and be willing and able to work under the following conditions:

- Must be willing to work ANY schedule which has been deemed advantageous to Preston County E-911;
- Must be willing to rotate days off if deemed advantageous to Preston County E-911;
- Must be willing to work overtime on short notice, and on regularly scheduled days off as deemed advantageous to Preston County E-911;
- Must understand that the scheduling requirements of the position take priority over controllable personal commitments;
- Must comply fully with all written and verbal instructions;

Once again, every effort will be made to ensure that an employee of Preston County E-911 is treated with dignity, respect, and understanding. The purpose of this form is to ensure that you, the applicant, understand the inherent problems associated with working for Preston County E-911. You are urged to carefully consider your willingness to work under the aforementioned conditions.

The duties of a Preston County E-911 Dispatcher are as described in the Preston County E-911 Dispatcher Job Description. In addition to the information outlined therein, a Preston County E-911 Dispatcher must:

- Have the ability to express thoughts concisely and meaningfully with an effective speaking voice, good diction, good telephone technique, and in writing when necessary;
- Have the ability to deal tactfully, courteously and skillfully with the human relation aspect and with other problems that may arise involving the Communications Center Personnel, others that work in conjunction with the Communication Center, and the general public;
- Have the ability to think and act quickly and effectively in emergency situations, and when necessary, handle several communications tasks simultaneously; yet function with accuracy, speed, and emotional self-control.

- Have the ability to work in a tobacco free environment, in close quarters, with infrequent breaks, and sometimes long and strenuous hours;
- The position for which you are about to apply will expose you to information that must, by requirement of law, remain strictly confidential. For this reason, for you to be considered for the position, you must be willing to submit to a rigid testing, (including Drug Screening and Base Line Hearing Test, thorough interview(s), and a complete background investigation.)

Starting pay: \$18.00/ hr

If interested call 304-329-1855 Monday-Friday 8-4 to set up testing date.