

# Communications Public Safety Dispatcher

Oxford County Regional Communications Center/ Public Safety Answering Point

The Oxford County Regional Communications Center / Public Safety Answering Point has immediate opening for experienced Public Safety Dispatcher to provide emergency and non-emergency dispatch services for law enforcement, fire service, and emergency medical services. Position is full time; include all hours, weekends, holidays, and some overtime. Positions require significant interpersonal and communication skills, to include oral, computer knowledge, and written, as well as use of radio, teletype, computers, and telephones. The working environment within the Communications Center can be high-pressured and fast-paced. Applicants shall have the ability to receive and disseminate information accurately and without delay; and pay close attention to detail.

Candidates will possess a minimum of a high school diploma and will undergo a significant background check. Due to the immediate need, preference will be given to individuals possessing Emergency Telecommunicator Course Certification, Emergency Medical Dispatch Certification, Emergency Fire Dispatch Certification, NG 9-1-1 Guardian Equipment, EMS licensure and knowledge of NCIC, METRO, and Spillman records management system software preferred but not required. Experience a plus.

Candidates must successfully complete and pass a full background investigation, to include polygraph examination.

## **BENEFITS-FULL TIME DISPATCHER (Trained)**

**HEALTH INSURANCE** - County will pay 100% premium for employee and 80% of family. If employee does not need family or spouse coverage the County will reimburse up to (\$1200) annually for qualified medical expenses not covered by insurance. Employee is eligible for insurance 1st calendar day following 30 day waiting period.

**LIFE INSURANCE** - County will pay premium for coverage equal to annual wage of employee and \$5,000 coverage for spouse/dependent. Employee can opt to have supplemental insurance at his/her expense.

**SOCIAL SECURITY** - County deducts

**MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPTIONAL)**

**HOLIDAYS** -12 holidays - Extra days pay for each holiday

SICK LEAVE - Earn one day each month - Can accumulate up to 90 days as stated in the policy manual

PERSONAL LEAVE - 3 days a year as stated in the policy manual

VACATION - 2 weeks - after 1<sup>st</sup> year Increases in 5 year increments as stated in the policy manual

AUTOMATIC BANKING - Payroll deduction bi-weekly.

INCOME PROTECTION (OPTIONAL) - Short Term Disability at Employee Expense

EMPLOYEE ASSISTANCE PROGRAM - No cost to employee

BEREAVEMENT LEAVE - Up to 5 Days for each loss as stated in the policy manual

DEFERRED COMPENSATION PLAN 457 (OPTIONAL) - Employee can opt to have instead of MPERS (Maine Public Employees Retirement System) – County will match up to 3% of gross if employee opts 457 and declines MPERS (Maine Public Employees Retirement System).

Dental and vision available for at employees expense.

HOURS OF WORK: 24/7 operation– 40 hour week, individual shifts determined by the Director.

STARTING SALARY: \$14.43 an hour with no experience. Director may recommend more based on years dispatching and qualifications, which could be \$16.29 to start.

PROBATIONARY PERIOD: 6 months may be extended to one year per contract.

For application material and additional information, please contact Director of Communications James P. Miclon at [jmiclon@oxfordcounty.org](mailto:jmiclon@oxfordcounty.org) or on website [www.oxfordcounty.org/communications](http://www.oxfordcounty.org/communications), in person at Oxford County Regional Communications Center, 26 Western Avenue, South Paris, Maine 04281. The application process will remain open until suitable candidates are found and all available positions filled.

Applications close 12:00 p.m. Friday, February 9, 2018.

The County of Oxford is an EOE.

