

# **PACIFIC COUNTY CIVIL SERVICE**

## **NOTICE OF EXAMINATION LATERAL TELECOMMUNICATOR (DISPATCH) Pacific County Sheriff's Office**

Notice is hereby given that the Pacific County Civil Service Commission is establishing an eligibility list for Lateral Telecommunicator for the Pacific County Sheriff's Office.

Applications for examination will be accepted by the Civil Service Examiner until  
**Friday, September 13, 2019 at 3:00 pm.**

Monthly salary range for Telecommunicator is \$3,249-3,832 plus benefits.

### **TELECOMMUNICATOR MINIMUM REQUIREMENTS**

- U.S. Citizen or legal permanent resident.
- Minimum age of 21 at time of appointment.
- High School diploma or G.E.D. certificate.
- Valid driver's license.
- Ability to read and write English as required by RCW 41.14.100.
- Candidates must be able to type minimum 40 wpm.
- Meet the Pacific County Sheriff's Employment Standards.
- Certification showing to have completed CJTC Telecommunicator I and II (or comparable training program).
- Completed minimum of two years working as a Telecommunicator.

### **DUTIES OF A TELECOMMUNICATOR**

- Taking incoming calls from the public.
- Evaluating and prioritizing calls for service.
- Operating multi-frequency radio equipment.
- Dispatching law enforcement, fire and emergency medical instructions.
- Providing pre-arrival and/or emergency medical instructions.
- Entering and retrieving data from law enforcement computer systems.
- Monitoring and maintaining information on location of all in-service law enforcement, fire and emergency medical units.
- Operating TDD/TTY devices.
- Operates digital tape-recording devices.
- Maintains security and controls access to the jail and communications center.

### **APPLICATION PROCESS**

- Applications may be obtained at the Pacific County Civil Service Office, email [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us), or by calling (360) 875-9334.
- Complete the Pacific County Civil Service application for employment
- Submit application packet with supporting documents to **Pacific County Civil Service Commission, PO Box 6, South Bend, WA 98586** or in person to the Civil Service Office in the Pacific County Annex Building.

### **EXAMINATION PROCESS:**

- Candidates will be required to complete an Oral Board Evaluation.
- Oral Board Evaluations will be conducted (tentative) on Monday, September 16, 2019 beginning at 1:00pm at the Courthouse Annex (1216 W Robert Bush Drive, South Bend, WA 98586). This examination is weighted as 30%. A passing average is required.

***Pacific County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.***

**Additional information may be obtained by calling  
Chief Examiner/ Secretary Amanda Bennett at  
(360) 875-9334 or email [civilservice@co.pacific.wa.us](mailto:civilservice@co.pacific.wa.us).**