

NOTICE

FULL TIME EMPLOYMENT OPPORTUNITY

Smyth County Administration is seeking applications for the full-time position of:

911 COMMUNICATIONS DISPATCHER

The successful applicant shall handle receiving and processing of emergency and non-emergency communications between Law Enforcement, Fire/EMS and other emergency personnel; receives and forwards service requests, complaints, and other calls; receives and transmits messages by radio; operates multiple computer terminals; and prepares and maintains public safety computer records. Applicants must communicate effectively, speak clearly, enter data accurately and efficiently into computer, and deal with the public under stressful conditions. Work is reviewed for completeness and accuracy.

High School Diploma or GED required. Computer experience required. Successful applicant must pass a background investigation including criminal history and drug screening. Successful candidate must be willing to attend all training necessary for obtaining required certifications and maintain certification during employment.

Knowledge of County geography preferred. Position requires the flexibility to work any shift, including 12-hour shifts, weekends, and holidays. Applicant must also be capable of following oral or written directions, and should be able to deal courteously and professionally with the public and other county employees.

Annual Salary: **\$ 25,422** with full County benefits.

Applications are available online at www.smythcounty.org under the Human Resource link or at the Smyth County Administrator's Office. Please submit all qualified applications to the Smyth County Administrator's Office at 121 Bagley Circle, Suite 100, Marion, VA, 24354.

Deadline to apply: **June 21, 2019.**

Smyth County is an Equal Opportunity Employer