

Three Services, One Agency

The Gadsden County Sheriff's Office is there when you need help, Whether it's a medical emergency, a traffic crash, or a fire in progress. With one phone call, our community of one is responding.



Starting Salary	\$17.00 Hourly	Location	339 East Jefferson Street, Quincy, Florida 32351
Job Type	Full-Time	Division	Communications
Department	Law Enforcement	Position Title	Public Safety Telecommunicator (Non-Sworn)
Open Date	-- / -- / ----	Closing Date	Continuous

Public Safety Telecommunicators are the first step in an emergency, receiving calls, dispatching appropriate emergency personnel and accurately documenting on-going conditions within the county.

Please note - starting hourly salary does not factor overtime, holiday, or advancement differentials. Applicants requesting further information regarding salary or benefits are to contact Human Resources with further questions or inquiries.

Public Safety Telecommunicator applications are accepted on a continuous basis year round, interested applicants are to contact Human Resources to verify available openings and vacancies.

Schedule

12 hour shifts with alternating work-days and weekends off.

General Job Description

The duties of this position include answering phone calls from the general public and citizens requesting help during emergency situations for matters that require sending law enforcement, fire rescue, and emergency medical services and communicating with emergency services personnel through radio and computer systems and databases.

Qualifications

- Previous experience not required, but preferred by agency
- 18 Years of Age or Older, High School Graduate or Equivalency
- Able to operate computer, computer programs, software, and telephone system proficiently
- Able to pass criminal background check and drug test screening
- Able to sit for extended periods of time in temperature controlled environment
- Able to communicate effectively and clearly with agency members and emergency service personnel
- Able to communicate professionally with citizens and members of the general public during emergencies
- Able to take and pass the Florida Department of Health certification exam within 12 months of hiring date
- Able to work assigned schedule, be punctual, and dress appropriately for an office environment
- Able to obtain necessary certifications including CPR during the training process

Benefits

- Agency offered health, dental, vision, life, and disability insurance.
- Retirement offered through Florida Retirement System (FRS)
- Accrued Paid Time Off (PTO)
- **See Human Resources for further information or details**



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