



# Mineral County Sheriff's Office

Sheriff Randy Adams

105 South A Street, Suite 4

P.O. Box 2290

Hawthorne, NV 89415-2290

Telephone: (775) 945-1046

Fax: (775) 945-5484

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POSITION: **DISPATCHER**

CLASS: **10-1, \$12.37 PER HOUR**

Opening date for **all** applicants: **Tuesday, January 9, 2018**

Closing date for **all** applicants: **Open until filled**

## **JOB DUTIES**

The Dispatcher shall be expected to handle all telephone and radio communications including 911 emergency calls while maintaining daily logs for those communications. The dispatcher will dispatch Deputies to calls, run inquiry checks on persons and vehicles, run criminal histories, etc. In addition to dispatching, the dispatcher will be responsible for entering and confirming warrants, validating warrants, type court dispositions and monitor cameras both in the detention facility and lobby. Female dispatchers shall also be required to perform matron duties as needed for female inmates.

## **QUALIFICATIONS**

- Must be at least 18 years of age.
- High school diploma or GED equivalent. Copy of certificate required.
- Two (2) years dispatching experience preferred but not required.
- **NO** felony convictions.
- Must be able to type 35 wpm.
- Basic Computer skills required.
- Ability to keep composure & work effectively under pressure.
- Must possess a positive working relationship with other county offices, employees, and the public.
- Must possess a valid Nevada driver's license.
- **Position requires working shift work, holidays, weekends, etc.**

## **BENEFITS INCLUDE**

- Swing shift differential @ \$.75/hr. Graveyard shift differential @ \$1.00./Hr.
- Twelve (12) paid holidays.
- 120 hours annual leave per year.
- 120 hours sick leave per year.
- Employer paid PERS Retirement. Benefit value 25.75% of base wage.
- Employer paid Employee Medical/Dental/Vision/Life Insurance. Benefit Value \$7586.16 per year.

Applications are available at the **MINERAL COUNTY SHERIFF'S DEPARTMENT**, 105 South A Street, Suite 4, Hawthorne, NV. 89415, P.O. Box 2290, Hawthorne, NV 89415, call (775) 945-2434 for more information, or email to [smoss@mineralcountynv.org](mailto:smoss@mineralcountynv.org).

**All successful applicants are required to consent to a pre-employment drug screen.**

**Mineral County is an Equal Opportunity Employer.**

**Accommodations for disabled applicants can be arranged by calling the Office of the Recorder/Auditor at (775) 945-3676.**

**Mineral County is a Drug and Alcohol free workplace.**