

King and Queen County Sheriff's Office

9-1-1 DISPATCHERS

9-1-1 Emergency Dispatchers, full-time positions available. Starting salary is \$40,000 – \$45,000. Depending on experience. Uniforms and continuous training.

Benefits: health, dental and vision insurance, King and Queen Co. will pay the insurance premiums for the employee. Life Insurance, Virginia Retirement Plan. Earn immediate vacation and personal time, direct deposit.

Minimum requirements: be at least 18 years of age, have a high school diploma or GED. and valid Drivers License.

Emergency 9-1-1 Dispatcher Job Description

A 911 Dispatcher will answer calls for emergency and non-emergency and provide assistance and information. They must provide dispatch and communication support services for law enforcement, fire, emergency services and other related services.

Specific Duties and Responsibilities:

- Answer phone calls for a variety of emergency and non-emergency services and complaints.
- Ask questions and assess the caller's situation as to resolve problems, provide information, or dispatch emergency services. Ask vital questions and provide pre-arrival instructions by standard protocol provided for emergency medical calls.
- Determine and assign the level of priority of each call
- Dispatch law enforcement officers by radio console and computer dispatching program
- This is an essential position and may require extended shifts in inclement weather

Applications are available on our website at: <http://www.kqso.net> , or you can pick up in person in the Sheriff's Office lobby.

King and Queen Co. is an Equal Opportunity Employer.