

## 911 Dispatch Trainee

Clarion County is currently accepting applications for a full time 9-1-1 Dispatcher Trainee.

This position would best be filled by someone who is detail oriented, focused, and has good communication skills. The ideal candidate must be an excellent communicator and able to remain calm and composed, especially in emergency situations. You must be able to multi-task as well as take the appropriate action with little supervision.

Some duties of this position include but are not limited to:

- Becoming certified as an Emergency Medical, Police, and Fire Dispatcher
- Dispatching local EMS, Fire, and Police Agencies to emergency and non-emergency calls
- Working with multiple agencies including PEMA and FEMA, PennDOT on road conditions, surrounding counties on large scale incidents, Emergency Management on hazmat scenarios and large scale incidents, and more

### Qualifications:

- Must be 18 or older
- Have a High School Diploma or GED
- Be able to pass any background checks including driving history, state police background check, FBI, and child abuse.
- Qualifying applicants will be required to pass a test consisting of basic reading, typing, memory, and multitasking skills.
- Applicants must be able to work 12 hour shifts including days, nights, weekends, and holidays.

### Wage and Benefits:

The training wage for a dispatcher is \$12.00/hour and may include a raise to \$13.59/hour upon successful certification.

Full time positions within Clarion County are entitled to benefits including up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

### To Apply:

Applications can be found online at

[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)

or by stopping by the Human Resources Department at 330 Main Street, Clarion, PA 16214.

Applications may be picked up or dropped off Monday through Friday, 8:30 AM to 4:30 PM.

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