

## **LASALLE COUNTY SHERIFF E911**

The LaSalle County Sheriff Office is accepting applications for the position of 911 Telecommunicator (911 Dispatcher).

Location: LaSalle County

Department: Sheriff Office  
707 East Etna Road  
Ottawa, IL 61350

Work Week: Fulltime / 8 hr shifts (holidays and weekends included)

Starting Pay: \$16.25 per hr, \$0.50 after 6 months

See Job Description for Duties, Minimum Qualifications, and Physical Demands

Interested persons should apply by sending a completed LaSalle County Sheriff E911 application and return it to:

LaSalle County Sheriff Department  
Attn: Curt Yasm  
707 East Etna Road  
Ottawa, IL 61350

Or email: [etsb911@lasallecounty.org](mailto:etsb911@lasallecounty.org)

# LASALLE COUNTY SHERIFF E911

## Telecommunications (911 Dispatcher) Job Description

Uses a computer-aided dispatch system to receive emergency calls from the public requesting police, fire, medical or other emergency services. A career in emergency communications can be fast-paced, challenging & rewarding.

### Essential Duties

The primary duties of the position include (but are not limited to): determine the nature and location of the emergency; determine priorities, and dispatch police, fire ambulance or other emergency units as necessary (ranging from routine to critical) and in accordance with established procedures; manages situations as conditions change; perform Emergency Medical Dispatch and crisis intervention including pre-arrival instructions using available resources; receive and process 911 emergency calls, maintain contact with all units on assignment, maintain status and location of local police and fire units; monitor direct emergency alarms, answer non-emergency calls for assistance; enter, update and retrieve information from a variety of computer systems; receive & respond to requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data; monitor several complex public safety radio frequencies; operate a variety of communications equipment, including radio consoles, telephones and computer systems; other duties as required to support the LaSalle County E911 Center and the Sheriff Department.

### Requirements

- High School diploma or equivalent AND 2 years of progressively more responsible work experience; additional education/training a plus;
- Preference may be given to those certified in the use of the 911 Telephone system, Emergency Medical Dispatch, LEADS, REJIS; ability to learn in-house computer systems is needed; • Reliability and regular attendance – ability and willingness to work 8, 10 or 12 hour shifts (including evenings & weekends) and working over when needed;
- Ability to speak English clearly and accurately, have normal visual acuity and meet NEMA hearing standards;
- Ability experience to comfortably and productively use computers such as word processing, spreadsheet and database software and ability to quickly learn how to use specialized dispatch software
- Ability to use a multi-function telephone, fax machine, copy machine, calculator, and other office equipment;
- Must maintain strict confidentiality and be able to work independently;
- Excellent customer service skills including the ability to efficiently and courteously interact with people;
- Ability to calmly multi-task dispatch services and provide crisis intervention: collect necessary information from callers and officers; simultaneously dispatch public safety personnel, search for information, accept telephone/radio calls, assist callers, as needed when an emergency arises.

### Supplemental Information

- Be sure to include three references with your application
- If you have taken any applicable training, attach a copy of the certificate or transcript to your application

NOTE: This posting will provide for ongoing recruitment for 2018-2019 and will be reviewed at least quarterly (March, June, September, December); additional review of candidates if needed by the organization

# La Salle County Sheriff **E9-1-1**

## Telecommunications Employment Application (Please Print) Application Date \_\_\_\_\_

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, veteran status, or the presence of a non-job related medical condition or handicap. **If you applied within the last 6 months, your application is still on file.**

### Applicant Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: (\_\_\_\_) \_\_\_\_\_

Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you filed application here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when? _____		
Have you ever been employed here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when? _____		
Have you ever been convicted of a misdemeanor or felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

List professional, trade, business, or civic activities and offices held. (exclude groups which indicate race, color, religion, sex or national origin).

\_\_\_\_\_

Can you travel if job requires it? Yes  No

Are you available to work: Full Time  Part Time  Shift Work

Any restriction on specific day(s) of the week? Yes  No

If yes please explain: \_\_\_\_\_

Are you able to sit for extended periods of time? Yes  No

Do you have basic computer skills? Yes  No

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I will, if required, submit to a polygraph test. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all policy/procedure rules and regulations of my employer.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The La Salle County ETSB is an Equal Employment Opportunity Employer  
M/F/V/H

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