

Courthouse - Fillmore
50 South Main
Fillmore, UT 84631-5504
Fax: (435) 743-8019
Commission Secretary:
(435) 743-6223
Fax: (435) 743-6923

Millard County

www.millardcounty.org



Public Safety Building
765 South HWY, 99
Fillmore, UT 84631

Satellite Offices – Delta
71 South 200 West ◦ P.O. Box 854
Delta, UT 84624
Phone: (435) 864-1400
Fax: (435) 864-1404

Notice of Position

The Millard County Sheriff's Office is currently accepting applications for a Part-Time Dispatcher. Ideal applicants for this position are looking for a rewarding profession that provides a valuable service to our communities. As a respected member of the Sheriff's Office, a dispatcher aids the public with integrity and compassion. The starting pay for a Part-Time Dispatcher is \$17.23/hour. Millard County Sheriff's Office honors year for year time of service.

Due to the nature of the position, Dispatchers must be able to do shift work including some weekends, holidays, and be subject to call outs. To provide as much predictability and stability as possible, employees are given their schedules at least one month in advance giving them a chance to plan ahead.

Duties include but are not limited to: Answering 911 phone calls and handling all calls for service; Dispatching Law Enforcement, Ambulance, Fire and other entities; Collecting and disseminating information in a timely and accurate manner; Monitor jail activities and assist with jail security.

Minimum qualifications:

- *Excellent communication and interpersonal skills; proper grammar, spelling, and punctuation.
- *Knowledge of basic word processing and computer data entry.
- *Skilled in multitasking in a time sensitive environment.
- *Ability to think clearly and act quickly in emergency situations
- *Ability to deliver understandable and complex verbal instructions
- *Ability to handle stressful situations and maintain privacy on sensitive issues.
- *Must be able to type 40 words a minute.
- *Must be able to be certified as a dispatcher by Peace Officer Standards and Training.
- *Must be able to be certified as a Emergency Medical Dispatcher.
- *Must have a high school diploma and be at least 18 years old.
- *Must be a US Citizen and pass a full background investigation.

Applications can be found at the Sheriff's Office or online at www.millardsheriff.org and www.millardcounty.org. This position will remain open until filled. Bring in, Mail, or fax applications to: Millard County Sheriff's Office 765 South Highway 99 Fillmore, UT 84631 435-743-5302 435-743-6324 (FAX)

Millard County is an Equal opportunity Employer