

Beaufort County Sheriff's Office

Position Vacancy Announcement



PUBLIC NOTICE

May 27, 2010



The Beaufort County Sheriff's Office is accepting applications for the following positions:

Telecommunicator

Qualifications: Requires a High School Diploma and/or any equivalent combination of education, experience and training. Applicants should possess good organizational skills and the ability to multi-task. Must have basic computer skills. Must be 21 years of age or older with good moral character.

Duties: Under general supervision, performs radio and communications work in the County Emergency Communications Center. Is responsible for receiving incoming calls and dispatching Sheriff's Office, Fire Departments, EMS Squads, Emergency Management personnel, Red Cross, Social Workers, Animal Control Officers, Highway Patrol, Forestry Service, and others as appropriate. Work also includes operating a Computer Aided Dispatch system, a computer connected to the Division of Criminal Information and the National Crime Information Center, and provide information to the public as appropriate.

Minimum Pay: \$27,511 to \$33,013 (with built-in overtime) plus \$2,000 Associate or \$4,000 Bachelor's Degree educational incentive and 401K benefit

Benefits: paid health insurance, uniforms provided, continuing educational opportunities, 12 paid holidays a year, vacation and sick leave, progressive administrative support, up to \$1500 yearly physical fitness incentive and paid gym membership(optional with attendance requirements)

Interested applicants must complete an Applicant Background Package. Packages may be picked up or mailed out Monday through Friday from 8:00a.m.-5:00p.m. at the Beaufort County Sheriff's Office located at 210 North Market Street in Washington. There is no application deadline for this position. After initial screening, a background investigation may be conducted on Applicants to determine suitability. The background investigation will include at a minimum: contacting references and employers and an interview. A pre-employment drug screen will be required. Call Crystal Marriner at (252)946-7111 with questions about the position or to request an Applicant Package.

The Beaufort County Sheriff's Office is an Equal Opportunity Employer.