

Waldo County Regional Communications Center

9-1-1 Public Safety Dispatcher

The County of Waldo is seeking qualified energetic team player to fill a full-time position in the Communications/9-1-1 Division. If you are one of these individuals, we are now accepting applications for the entry level position of 911 Dispatcher.

In addition to serving your community, Waldo County offers generous pay and a wide range of benefits for employees including but not limited to:

- Health & Dental Insurance
- Life Insurance
- Paid Vacation/Sick Time
- Maine Public Employees Retirement System
- 457 Deferred Compensation Plan
- Paid Holidays

Responsibilities include but are not limited to (training for certifications will be made available):

- Certified 911 Dispatcher
- Certified Emergency Telecommunicator
- Certified Emergency Medical Dispatcher
- Certified Terminal Operator
- Certified Emergency Fire Dispatcher
- Receive telephone calls, 9-1-1 calls, and radio communications and respond by dispatching appropriate personnel/equipment as necessary
- Maintain computer aided dispatch system for call/radio processing
- Retrieve information for agencies as necessitated by policy
- Work with other dispatch agencies with regard to mutual aid requests
- Ability to perform in a fast pace environment and to multi task
- Must be able to work successfully with other people for a long period of time

Applicant Requirements:

- High school diploma or equivalent
- Applicant must show a steady and progressive work history
- Ability to multi-task while simultaneously talking on the phone, using computers, and listening to radios
- Keyboarding skills a must
- This career requires the successful candidate to work days, nights, weekends, and holidays
- Be of impeccable character (no felony convictions)

Application Procedure:

- Submit written application, resume, and cover letter
- Pass oral/written exam or job related tests required
- Pass an extensive background investigation
- Submit copies of diplomas/certificates and other related qualifying documentation
- All applicants, whether local or out of state, must make themselves available in person for testing and interviews

Applications and job description can be obtained from the Waldo County website: www.waldocountyme.gov. Select Communications and the application will be on the right. Application can either be printed off or completed online and submitted electronically.

Cover letter, application, and résumé are due Friday, August 7, 2020

Applications can be faxed, dropped off, or mailed to the address below:

WCRCC
2 Public Safety Way • Belfast, ME 04915
Fax (207) 338-6790

or email to: personnel@waldocountyme.gov

Waldo County is an Equal Opportunity/Affirmative Action Employer