



ALLENDALE COUNTY

Job Posting: INTERNAL AND EXTERNAL APPLICANTS

Department: E911 Post Date 10/07/2020

Position Title: FULL-TIME E911

Closing Date 10/21/2020

SALARY RANGE-(DEPENDING ON EXPERIENCE)

FUNCTION

The responsibilities include but are not limited to; receiving and dispatching emergency calls to law enforcement, fire, and emergency medical services for Allendale County

DUTIES AND RESPONSIBILITIES

- Receives, monitors, and dispatches radio communications traffic for EMS, Fire, and Law Enforcement throughout the county, including all emergent and non-emergent calls.
- Dispatches the appropriate medical personnel to incident locations; maintains radio contact with all responders in the field; provides pre-arrival medical instructions, as needed, until emergency personnel arrive on scene.
- Maintains accurate and complete communication records using a computer aided dispatch system.
- Monitors weather conditions; initiates weather alert system as necessary.
- Provides 24/7 support services for multiple county agencies.
- Enters and retrieves data from the South Carolina Law Enforcement Division and National Crime Information Center network.
- Verifies addresses and identifies locations using a computerized mapping system of Allendale County.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable federal, state, and local statutes and department policies and procedures.
- Knowledge of the regulations and procedures of state and national crime information centers.
- Knowledge of the geography and road system of Allendale County.
- Knowledge of the radio codes used in public safety work.
- Knowledge of standard operating procedures of customer agencies.
- Knowledge of dispatching procedures.

MINIMUM TRAINING AND EXPERIENCE

- High School Diploma or equivalent is required.
- Sufficient experience to understand the basic principles relevant to the major duties of the position along with basic typing skills and ability to use basic office equipment.
- Applicants must have a clear criminal history; background check will be completed by SLED and through law enforcement. Pre-employment drug screen will also be required.
- Dispatch experience preferred but not required.
- Possession of or ability to readily obtain SLED (South Carolina Law Enforcement Division) NCIC certification, South Carolina Criminal Justice Basic Telecommunicator certification, CPR, and First Aid.

FRINGE BENEFITS INCLUDE:

- SC State Retirement
- Annual and Sick Leave
- Health Insurance
- Dental and Vision Benefits
- Payroll deducted Supplemental Insurance

All interested candidates must submit a **JOB APPLICATION FORM** to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date. Applications (along with resume') can also be emailed to bgoodson@allendalecounty.com

JOB OFFER IS CONTINGENT UPON SUCCESSFUL COMPLETION OF DRUG SCREEN AND SLED BACKGROUND CHECK. ALLENDALE COUNTY WILL BE RESPONSIBLE FOR THE COST OF THE DRUG SCREEN AND THE APPLICANT WILL BE RESPONSIBLE FOR THE COST OF THE SLED BACKGROUND CHECK.

Allendale County is an Equal Opportunity Employer.