

## **Noble County E-911 Communications Center**

### **Open Position: Communications Officer FULL TIME**

OPENING DATE: Wednesday July 5, 2023

CLOSING DATE:: Until Filled

Primary responsibilities for this position include management of all incoming emergency, administrative calls, and all radio traffic required for the department. Position requires gathering pertinent information from the public, other law enforcement agencies, fire departments, etc. and disseminating that information appropriately and professionally through radio dispatches and other forms of communication. Position requires good listening and communication skills, typing skills, the ability to multi-task, handle routine and emergency radio transmissions, operate dispatch equipment and computers, and pass all required certifications. Experience is preferred but not required.

Applicants must have earned a high school diploma or GED, must be at least 18 years of age, and must not have any criminal convictions.

Dispatchers work 12-hour shifts and only 15 days a month with every other weekend off

This opening is for a full-time position with benefits.

Applications can be obtained on the Noble County Indiana website under Public Notices – job postings. Please submit your application to the Noble County Coordinator located in the Noble County Auditor’s Office 109 N York St Albion In. 46701 or e-mail information to [Jackie.knafel@nobleco.gov](mailto:Jackie.knafel@nobleco.gov) by Friday July 14, 2023.

