

PACIFIC COUNTY CIVIL SERVICE

NOTICE OF EXAMINATION ENTRY LEVEL TELECOMMUNICATOR (DISPATCH) Pacific County Sheriff's Office

Notice is hereby given that the Pacific County Civil Service Commission is establishing an eligibility list for Entry Level Telecommunicator for the Pacific County Sheriff's Office.

Applications for examination will be accepted by the Civil Service Examiner until
Friday, May 26, 2023 at 3:00 pm.

The monthly salary range for Telecommunicator is \$3,604 - 4,431, including but not limited to, health care benefits, retirement benefits, and leave accrual benefits.

TELECOMMUNICATOR MINIMUM REQUIREMENTS

- U.S. Citizen or legal permanent resident.
- Minimum age of 18 at time of appointment.
- High School diploma or G.E.D. certificate.
- Valid driver's license.
- Ability to read and write English as required by RCW 41.14.100.
- Candidates must be able to provide proof of typing minimum 40 wpm.
- Meet the Pacific County Sheriff's Employment Standards

DUTIES OF A TELECOMMUNICATOR

- Taking incoming calls from the public.
- Evaluating and prioritizing calls for service.
- Operating multi-frequency radio equipment.
- Dispatching law enforcement, fire and emergency medical instructions.
- Providing pre-arrival and/or emergency medical instructions.
- Entering and retrieving data from law enforcement computer systems.
- Monitoring and maintaining information on location of all in-service law enforcement, fire and emergency medical units.
- Operating TDD/TTY devices.
- Operates digital tape-recording devices.
- Maintains security and controls access to the jail and communications center.

APPLICATION PROCESS

- Applications may be obtained at the Pacific County Civil Service Office, email civilservice@co.pacific.wa.us, or by calling (360) 875-9334.
- Complete the Pacific County Civil Service application for employment.
- Submit application packet with supporting documents to **Pacific County Civil Service Commission, PO Box 6, South Bend, WA 98586**, in person to the Civil Service Office in the Pacific County Annex Building or by emailing civilservice@co.pacific.wa.us (please be sure to follow-up to ensure it was received).

EXAMINATION PROCESS:

- Candidates will be required to complete a Written Examination and an Oral Board Evaluation.
- Written Examination will be conducted (tentative) on Friday, June 9, 2023 at 8:30am at the Courthouse Annex (1216 W Robert Bush Drive, South Bend, WA 98586). This examination is weighted as 70%.
- Oral Board Evaluations will be conducted (tentative) on Friday, June 9, 2023, 2023 beginning at 1:00pm at the Courthouse Annex (1216 W Robert Bush Drive, South Bend, WA 98586). This examination is weighted as 30%. A passing average is required.

Pacific County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**Additional information may be obtained by calling
Chief Examiner/ Secretary Mindy Young at
(360) 875-9334 or email civilservice@co.pacific.wa.us.**