

Oldham County Central Dispatch is accepting applications for Telecommunicator. Requirements include the ability to answer 911 and non-emergency telephone calls, dispatch appropriate emergency responders, provide information and maintain a variety of records via computer database. 5 weeks of training in Richmond KY required if not currently certified. Applications can be downloaded at [www.oldhamcountyky.gov](http://www.oldhamcountyky.gov) , preferred candidates will possess DOCJT/POPS Telecommunicator Certification. Applicants must be at least 21 years of age. The opening will be posted until filled.

Mail applications and resume to:  
Oldham County Fiscal Court  
Tina Schaaf, HR Mgr.  
100 W Jefferson Street, Suite 4  
LaGrange, KY 40031  
Or email to [tschaaf@oldhamcountyky.gov](mailto:tschaaf@oldhamcountyky.gov)

Oldham County Fiscal Court is a drug free workplace and an Equal Opportunity Employer.

**Oldham County Fiscal Court  
Job Description**

**Job Title:** Telecommunicator I  
**Department:** Oldham County Dispatch  
**Reports To:** Shift Supervisor  
**FLSA Status:** Non-exempt  
**Salary Grade:** 27  
**Approved by Fiscal Court:** 10/16/2018

**Summary** Entry level position. Receives and dispatches emergency and non-emergency request for police, fire, ambulance service, coroner and animal control using telephone, two way radio, and various computer systems.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Receives emergency and non-emergency telephone calls requesting police, fire or ambulance service using a multi-line phone system.

Through caller interrogation, determines the nature of request for service, establishes and assigns response priority, and determines appropriate number of units to be dispatched.

Provides pre-arrival instructions to callers as necessary.

Enters information into Computer Aided Dispatch System.

Operates two-way radio system to coordinate information and track response activity for police, fire and ambulances as necessary.

Monitors radio traffic from other jurisdictions.

Monitors and responds to message traffic from the National Crime Information Center (NCIC, and the Law Information Network of Kentucky (LINK).

Performs related work as assigned.

**Supervisory Responsibilities**

This job has no supervisory responsibilities

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Microsoft Office including Excel, Word and Outlook. To perform this job successfully, an individual will also be required to develop and maintain proficiency with custom software packages that are unique to the center.

**Required knowledge, skills and abilities:**

Knowledge of, or the ability to learn the geography of the county and surrounding jurisdictions.

Ability to type 30 wpm.

Ability to speak clearly and distinctly.

Ability to hear and listen effectively.

Ability to analyze situations and react swiftly and rationally in high stress situations utilizing appropriate methodology and resources.

Good written and verbal communications skills.

**Additional Requirements:**

Must be able to work shift work, weekends, and holidays.

Must submit to a pre-employment polygraph examination, drug screen, hearing screening and suitability screening.

Must attend and successfully complete State mandated certification programs within department established time frame.

**Minimum Education and Experience:**

High School diploma or G.E.D.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit for long periods of time.

**Work Environment**

Characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## **Oldham County Fiscal Court Job Description**

**Job Title:** Telecommunicator II  
**Department:** Oldham County Dispatch  
**Reports To:** Dispatch Supervisor  
**FLSA Status:** Non-exempt  
**Salary Grade:** 28  
**Approved by Fiscal Court:** 10/16/2018

**Summary** Receives and dispatches emergency and non-emergency request for police, fire, ambulance service, coroner and animal control using telephone, two way radio, and various computer systems.

**Essential Duties and Responsibilities** include all duties/responsibilities of a Telecommunicator I and the following. Other duties may be assigned.

Conducts training as needed.

Assists in developing training needs for center as situations dictate.

If training, performs bi-weekly/weekly evaluations for new employees.

May be assigned Terminal Agency Control (TAC) and/or assistant TAC duties as needed.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Microsoft Office including Excel, Word and Outlook. To perform this job successfully, an individual will also be required to develop and maintain proficiency with custom software packages that are unique to the center.

### **Required knowledge, skills and abilities:**

Knowledge of, or the ability to learn the geography of the county and surrounding jurisdiction.

Ability to type 30 wpm

Ability to speak clearly and distinctly

Ability to hear and listen effectively

Ability to analyze situations and react swiftly and rationally in high stress situations utilizing appropriate methodology and resources

Good written and verbal communications skills

**Minimum Education and Experience:**

High School diploma or G.E.D.

DOCJT Basic Academy Certification

**Additional Requirements:**

Must be able to work shift work, weekends, and holidays.

Must be able to work overtime.

Must submit to a pre-employment polygraph examination, drug screen, hearing screening and suitability screening.

Must attend and successfully complete all DOCJT required yearly in-service training courses.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit for long periods of time.

**Work Environment**

Characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.