

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. Five 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 DOJT/POPS Telecommunicator Certification. Applicants must be at least 21 years of age. Applications will be accepted until position is 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:** Dispatch Director  
**FLSA Status:** Non-exempt  
**Salary Grade:** 27  
**Salary Range:** 29,283.87      38,069.48      46,853.96  
**Revised:** September, 2007  
**Approved by Fiscal Court:** 09/18/07

**Summary** Entry level position. Receives and dispatches emergency and non-emergency request for police, fire, ambulance service 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.

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.

**Minimum Education and Experience:**

High School diploma or G.E.D.

**Additional Requirements:**

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

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

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

Oldham County resident preferred or willingness to relocate to Oldham County within six months of employment date.