



FULL TIME DISPATCHER JOB OPENING

Harrison County Communications Center will be accepting applications for a full-time dispatcher until position has been filled.

- Harrison County 911 is a 24/7/365 operational period
- Nights, weekends, and holidays required.

Beginning wage: \$16.00 per hour.

Application required. Resume's welcomed.

Applications and job descriptions are available at:

Harrison County Law Enforcement Center

111 S. 1st Avenue

Logan, Iowa 51546

Or on the Harrison County website:

www.harrisoncountya.org

Follow the employment link.

Larry Oliver-Coordinator

111 S. 1st Ave. Logan, Iowa 51546

[712]644-2353 office



HARRISON COUNTY DISPATCHER

Job description and requirements:

- Full time
- High school graduate or equivalency
- Criminal history background check
- 80 hour pay period [2 weeks]
- Fingerprinted
- **Varied schedule**
- **Fill in for vacation, illness, etc. for other dispatchers**
- **Nights, days, weekends, and holidays**

Required Education:

- Basic tele-communicator
- Basic Iowa Online Warrants & Articles [IOWA] System
- Classes will be at the expense of Harrison County Communication

Continuing education:

- Eight [8] hours annual

Clerical:

Including but not limited to:

- Multi task
- Deal with all types of people on a professional level
- Remain calm under stressful situations
- Maintain confidentiality
- Responsible, dependable, and trustworthy
- Computer skills

Benefits include:

- Harrison County health insurance plan
- Vacation [Beginning one year from date of hire]
- Holidays
- Sick leave



- Personal days
- IPERS
- \$25,000.00 Harrison County Life Insurance plan
- Cafeteria plan
- Supplemental insurance [self-purchase at Harrison County group rates]
- Available annuities

Benefits are detailed in the Harrison County employee handbook

Starting wage: \$16.00 per hour

NAME

DATE

Harrison County EMA/911
111 S. 1st Ave
Logan, Iowa 51546
{712} 644-2353 office
ema@hcia.us