

Upshur County Telecommunicator

The Office of the Upshur County Commission is accepting applications for full-time E911 telecommunicator (dispatch) positions. Starting rate of pay is \$11.00 per hour. Applications will be received until the positions are filled. Individuals may pick up an application form at the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV 26201 or on the website at: www.upshurcounty.org. Please return the application to the following:

Upshur County Communications Center
Doyle Cutright, II – E911 Director
181 Pallottine Drive
Buckhannon, West Virginia 26201

Applicants must be able to communicate and work with the public during stressful situations and events. Writing, typing and computer skills are necessary to perform the duties of the position. Knowledge of Upshur County and the City of Buckhannon would be beneficial for this position. Previous experience in this type of work environment would be beneficial. Applicants should have a high school diploma or GED and have the ability to read and interpret operations documents and manuals. Schedule may involve working rotating shifts throughout the month. Applicants must have the availability to work any shift. Successful applicants must complete and become certified by a nationally recognized dispatch course as selected by Upshur County (such as APCO), become certified on the West Virginia Automated Police Network System (WEAPONS), successfully complete an emergency medical dispatch (EMD) course and pass an extensive 90 day training program. Applicants will be subject to a background investigation. Working in the 911 Center requires strict confidentiality and the ability to function as a member of a team. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age or handicap. Upshur County has established a drug free and tobacco free work environment.