

E911 Communications Center Dispatchers
Upshur County Communications Center

The Office of the Upshur County Commission is accepting applications for two (2) full-time positions as an E911 dispatcher. Applications must be received before the close of business on Friday, May 13, 2011. Individuals may pick up an application form at the Office of the Upshur County Commission located on the third floor of the Upshur County Courthouse Annex or on the website at: www.upshurcounty.org. Please return the application to the following:

Upshur County Communication Center
Steven Linger – E911 Director
911 Emergency Lane
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 will involve working rotating shifts throughout the month. Successful applicants must complete and become certified by a nationally recognized course as selected by Upshur County and become certified on the West Virginia Automated Police Network System (WEAPONS). Applicants will be subject to a background investigation. Employment with Upshur County is available to all qualified applicants without regard to race, creed, color, national origin, sex, age or handicap. Upshur County has established a drug free and tobacco free work environment.