



## Weber Area Dispatch 911 and Emergency Services District

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2186 Lincoln Avenue, Ogden, Utah 84401 (801) 395-8234 • (801) 395-8533, Fax  
Tina L. Roylance, Executive Director

<b>Job Title</b>	<b>Salary</b>	<b>Issued</b>
Emergency Dispatcher	\$28,683.20-41,541.83/DOQ	

### **SEE ATTACHED JOB DESCRIPTION**

Position Closes: Open Until Filled

### **COUNTY APPLICATION FORM TO BE SUBMITTED TO:**

Weber County Human Resources  
2380 Washington Blvd., 3<sup>rd</sup> Floor, Suite 340  
Ogden, Utah 84401

## 9-1-1 DISPATCHER

Weber Area Dispatch 911 and Emergency Services District. Full Time positions. Training pay: \$13.00/hr. After training: \$13.79 - \$19.97/hr. Lateral pay transfers may be available for experience. High school diploma required. Requires shift work, weekends and holidays. Must be able to type 40wpm. Must pass extensive background investigation. Must attain Utah Dispatcher certification, after successful completion of required training provided by employer. **Position open until filled.** Job description and required application available at Weber County Personnel, 2380 Washington Blvd., #340, Ogden, Utah 84401. Equal Opportunity Employer. Drug testing required.

**THOROUGHLY COMPLETE ALL APPLICATION PACKET FORMS  
SUBMIT ALL OF THE ABOVE TO:**

**WEBER COUNTY HUMAN RESOURCES  
2380 WASHINGTON BLVD., SUITE 320  
OGDEN, UT 84401**

**\*Verification of typing speed will be done through tests administered, at a later date.**

**WEBER AREA DISPATCH 911 AND EMERGENCY SERVICES DISTRICT  
JOB DESCRIPTION**

<b>TITLE: DISPATCHER TRAINEE</b>		
B-011	Approved: 04-25-2002	Revised:

**GENERAL PURPOSE:**

Performs as a trainee learning how to use the communications equipment to gather and record necessary information, and to dispatch police, fire and emergency personnel in response to a variety of emergency and assistance calls.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Training Specialist, and Dispatcher II's as assigned trainers.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL FUNCTIONS:**

To attend and participate in all on-the-job training processes approved by the District.

To attend and successfully complete all courses related to obtaining District required dispatch certifications.

Upon successful completion of training to perform the essential functions of either a Part-Time Dispatcher or an Emergency Dispatcher I.

Follows policies, procedures, guidelines and instructions as provided by the District.

Utilizes appropriate interpersonal skills in communicating and interacting with the public, co-workers, supervisors and managers, and others in the performance of the job duties.

Maintains confidentiality with information obtained through employment with the District. Issues discussed in relation to employment, personnel matters and District investigations are to be held in strict confidence and not divulged without management permission.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Education: Graduation from a standard senior high school  
AND
  - B. Experience: No experience necessary.
2. Required knowledge, skills and abilities:
  - A. Knowledge: General knowledge of the role of a public safety dispatcher.  
General knowledge of office procedures.
  - B. Skills: Typing at 40 words per minute net. Some skill in operating tools and equipment used (see below).
  - C. Abilities: Ability to successfully complete a District approved communications training program, attaining all District required dispatch certification processes. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors. Ability to exercise sound judgement in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

### SPECIAL QUALIFICATIONS

1. Age: Must be 18 years of age or older to access necessary information.
2. Criminal History: Have no criminal background or record.
3. Hour Requirements: Position requires irregular schedules, include evenings, weekends and holidays; adjustment of shifts, overtime, breaks, etc., may be required on short notice.

### TOOLS AND EQUIPMENT USED

Various communications equipment including radio consoles, E911 telephone system, PBX telephone system, paging systems, logging recorder, TDD/TDY device, FAX, computers, printers, copy machine, phone switchboard, computer terminal, specialized public safety software programs including computer aided dispatch system.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is also occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the work environment is usually quiet with normal levels of verbal communications taking place.