



February 20, 2019

## **The Town of Alta is hiring a year-round part-time dispatcher for the Alta Marshal's Office \$14/hour**

Alta Central dispatchers receive emergency and non-emergency calls, work with multiple agencies, and monitor and operate a variety of telephone, radio, and computer systems. This unique position is perfect for someone with a flexible schedule that loves to ski and appreciates the mountain environment. Part-time dispatchers regularly work 8 hours per week and cover vacation time for the full-time dispatchers as needed which can be up to 40-48 hours.

### **Key Responsibilities:**

- Promptly assess incoming calls, record information, and dispatch accordingly
- Provide support for deputies on patrol
- Disseminate road and interlodge information to residents and the public

### **Qualifications:**

- U.S. Citizen over 21 years of age
- Successful background check
- Proficient in English (oral and written)
- Active listener with excellent communication skills
- Ability to respond promptly to emergency situations, multi-task, and function in a stressful environment while remaining calm
- Must be able to work weekends/holidays and 16-24 hour shifts May thru Nov.
- Must be able to stay overnight as shifts start at 4 am, noon, and 8 pm

Email a letter of introduction, resume, and contact information for 3 professional references by March 22, 2019 to [sarah@townofalta.com](mailto:sarah@townofalta.com).

*The Town of Alta is an equal opportunity employer.*