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## **JOB POSTING – ALTA CENTRAL**

### **Part-time Dispatcher**

Alta Central is looking for a dedicated, enthusiastic individual ready to help our community and serve with a purpose in a Public Safety Dispatcher position. This position offers an exciting, sometimes taxing, opportunity in public safety. Alta Central dispatchers receive non-emergency and emergency calls requesting police, fire, and assistance from the Alta Marshal's Office. Dispatchers work with multiple agencies, and monitor and operate a variety of telephone, radio, and computer systems. There's also possible downtime during shifts which should be used first for training and chores, but may allow time for personal tasks. This unique position is perfect for someone with a flexible schedule that loves to ski and appreciates the mountain environment. Part-time dispatchers work 8 hours per week and cover vacation time for full-time dispatchers which can be up to 48 hours per week.

#### **Essential Functions:**

- Operate telephone system and radio console
- Provide support for deputies on patrol
- Politely respond to inquiries, transfer calls, record, and input information into law enforcement database software
- Understand and operate several different computers and software platforms
- Disseminate road and interlodge information to residents and the public
- Do routine cleaning and household chores in the office and common space

#### **Qualifications:**

- U.S. Citizen over 21 years of age
- Successful background check
- Ability to operate standard office equipment, including personal computers and word-processing software.
- Ability to listen effectively, appropriately assess calls, dispatch accordingly, multi-

- task, and function in a fast-paced environment while remaining calm
- Ability to maintain positive working relationships and use effective oral and written communication in English with supervisors, co-workers, professional peers, and the public
  - Must be able to work weekends/holidays year-round and 16–24-hour shifts May thru November
  - Must be able to stay overnight as shifts start at 4 am, noon, and 8 pm
  - Must obtain Bureau of Criminal Investigation certification during probationary period

**Physical Requirements:**

- Ability to access an office in a mountain environment in extreme weather
- Ability to do some shoveling
- Must be able to work long shifts and be awake at odd times

**Compensation:**

Salary: \$18.00 -\$20.25 / hour commensurate with qualifications

Status: Part-time with holiday and overtime pay.

**To Apply**

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

Applications will be accepted until filled. Interviews will be scheduled based on applicant experience that most closely matches the needs of the agency and preference may be given to applicants with prior experience within the agency.