



DOLORES COUNTY SHERIFF'S OFFICE

State of Colorado

P.O. Box 505

Dove Creek, Colorado 81324

(970) 677-2257 Fax (970) 677-2880

**Don Wilson
Sheriff**

**TO: Future Employee
From: Sheriff Don Wilson
Subject: Future employment with Dolores County Sheriff's Office**

The Dolores County Sheriff's Office is currently accepting applications for the position of part time Dispatcher. The Dispatcher will be responsible for the following:

- 1. Must be 21 years of age or older with a high school diploma or GED equivalency certificate.**
- 2. Must be a Dolores County resident for a response time to the Dolores County Sheriff's Office that is acceptable to the Sheriff.**
- 3. Must pass a criminal background check by the standards set by Colorado Bureau of Investigation.**
- 4. Must pass a psychological examination.**
- 5. Must have a valid Colorado Driver's License.**
- 6. Must read and understand the English Language.**
- 7. Complete all Field Training requirements through the Dolores County Sheriff's Office and performing satisfactorily during the FTO training phase.**
- 8. Ensuring the following of the United States of America and the State of Colorado Constitution.**
- 9. Monitors radio traffic, maintaining status and locations of officers, firemen, EMS personnel and others with two-way radio, keeping officer safety and public safety a high priority at all times.**
- 10. Monitors telephone and other telecommunication systems (computer, enhanced 911). Receives and relays information to proper personnel and departments. Dispatches calls to appropriate law enforcement and emergency units, prioritizing according to degree of emergency and location.**
- 11. Records and maintains accurate documentation of information received and disseminated. Records and maintains accurate documentation of police and emergency unit locations and activities. Documents information pertaining to crime activity and critical events. This is accomplished with the use of computer aided dispatch system, computer related telecommunications systems, various paging devices.**

The successful candidate will be paid at an hour rate of \$16.25 hour. Limited PTO upon hiring, and Federal and State benefits.