

# 911 Dispatcher - Entry Level & Lateral - Civil Service

## **\*\*Sign on Bonus\*\***

Job Status

Open - open and accepting applications

[Back to Job Openings](#)

No Experience is necessary for Entry. All Training Provided.

Dispatchers are responsible for the transmission of radio and telephone messages and requests for law enforcement, emergency medical and fire services. They shall dispatch public safety units and monitor their activity, providing support as required. Dispatchers handle highly stressful emergency requests; calmly, negotiate, and control callers to gather essential information to communicate to responders. They coordinate inter-office telephone traffic and other correspondence. Dispatchers act as a direct representatives of the Sheriff when dispatching Sheriff's Office law enforcement personnel.

Exam Announcement, Job Description, and Civil Service Application are below. You can submit your application either online or in person.

NUMBER OF OPEN POSITIONS: One (1), Full-time. The Communication Center is staffed 24 hours a day, 7 days a week.

Full Salary Range: \$3,704.50 – \$4,687.37 per month

SALARY AND BENEFITS: Starting Entry rate \$21.37/hour; (\$3,704.50/month). Starting Lateral rate: \$22.23/hr.-\$24.04/hr. (\$3,852.67 – \$4,167.05/ month, DOE). Our benefits package includes vacation, sick leave, holiday pay, life insurance, retirement plan, and medical benefits. This is a union position.

**SIGN-ON BONUS: \$4000.00 Sign-on Bonus, subject to all required taxes, withholdings, and the County Policy, to be paid in two payments. 50% of the bonus will be paid on the next regularly scheduled pay date after your first day of employment with Pend Oreille County; the remaining 50% of the bonus will be paid after one year of County service. Restrictions apply.**

EXAMINATION SCHEDULE: Typing Test: 40 WPM with a 90% accuracy (a pass or fail 3-minute test). *Your keyboarding appointment will be set at the time you file your application (subject to the Chief Examiner's schedule).* Typing & written tests must be taken within 2 weeks of filing your application. You must pass the typing test to take the Written Exam *which will be scheduled upon passing the typing test (can be same day).* Allow 2 hours for the written test.

Test location: County Courthouse, Commissioner’s Office 625 W. 4<sup>th</sup> St. Newport, WA 99156.  
Saturday scheduling is now available!

TO APPLY: **Civil Service Application Required. You can submit your application either online or in person**, by clicking the links below. Please return your printed application to the Pend Oreille County Civil Service Office, 625 W. 4th St., Newport, WA. 99156, Monday through Friday 8:00 a.m.-4:30 p.m.; 509 447-6480. Pend Oreille County is an equal opportunity employer (EOE). Drop off, fax, or mail application.

**APPLICATION DEADLINE:** by 4:00 pm, Monday through Friday at Pend Oreille County Civil Service Office, 625 W. 4<sup>th</sup> St., Newport, WA. 99156. If mailing: use PO Box 5060, Newport, WA 99156, or fax 509-447-0595. This is a continuous posting and applications will be accepted and applicants tested continuously until all available positions are filled.

[Apply Online Here](#)

Pend Oreille County is an Equal Opportunity Employer

## Supporting Documents

Dispatcher Job Description 52.53 KB
Exam Announce CONT. 190.29 KB
POC Civil Service 911 Application 2019 370.46 KB

[Print](#)