



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access.

- Position:** Telecommunicator I
Permanent Full-Time
- Department:** Emergency Management
- Description of Duties & Responsibilities:** Receives and prioritizes emergency (E911) and non-emergency calls from the public. Processes information using a computer-aided dispatch (CAD) system and dispatches appropriate emergency service agencies such as law enforcement, fire and emergency medical units. Work requires independent judgment and initiative within established procedures.
- Education & Experience Requirements:** Applicant must have a high school diploma or GED, valid North Carolina driver license and strong computer and communication skills. Prefer a candidate who has a high school diploma or an associate's degree with more than one-year experience in customer service with extensive telephone or personal contact with the public or experience in any emergency service field such as volunteer fire department, law enforcement, or EMS.
- Starting Salary:** \$26,607.23 (Grade 16)
- Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic and wellness program, and supplemental benefit offerings.
- Full overview of benefits available at: <http://www.jacksonnc.org/employment-opportunities>
- Application & Requirements:** Submit a complete State Application (PD107) to:
- | | |
|--------------------------------------|--------------------------|
| Jackson County | NCWorks Career Center |
| Human Resources Department | 26 Ridgeway St., Suite 2 |
| 401 Grindstaff Cove Rd., Suite A-218 | Sylva, NC 28779 |
| Sylva, NC 28779 | |
- State applications are available online at <http://www.jacksonnc.org/employment-opportunities> or can be obtained at the Jackson County Human Resources or the Sylva branch of the NCWorks Career Center.
- Closing Date:** Friday, July 13, 2018

Jackson County is an Equal Opportunity Employer.

Pre-employment drug screen and criminal background checks are required.

Jackson County participates in the federal [E-Verify](#) program.

Jackson County Human Resources Department

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax