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Police 911 Telecommunicator City of Huron

The City of Huron has an opening for a Police 911 Telecommunicator

Duties: Under general supervision of the Police 911 Telecommunications Supervisor, is responsible for providing Emergency 911 dispatch services through the operation of radio and telephone equipment for the City of Huron, Beadle County, and all other counties which contract for E-911 services. Work varies somewhat exercising individual judgment within well regulated prescribed procedures; interpretive judgment may be required.

- **Wage:** \$18.63/hour
- **Applications Available:**
 - Online: www.huronsd.com, select "City Government" tab, then "City Employment"
 - City Finance Office, 239 Wisconsin Ave SW, 353-8505
 - S.D.D.O.L & R, 2361 Dakota Avenue South, 353-7155

Equal Opportunity Employer

Deadline: Open until filled

**City of Huron
Job Description**

JOB TITLE: Police 911 Telecommunicator
DEPARTMENT: Police
ACCOUNTABLE TO: Police 911 Telecommunications Supervisor/Chief of Police

PRIMARY OBJECTIVE OF POSITION: Under general supervision of the Police 911 Telecommunications Supervisor, is responsible for providing Emergency 911 dispatch services through the operation of radio and telephone equipment for the City of Huron, Beadle County, and all other counties which contract for E-911 services. Work varies somewhat exercising individual judgment within well regulated prescribed procedures; interpretive judgment may be required.

ESSENTIAL JOB FUNCTIONS: Must possess the ability to think and act clearly and decisively in transmitting information and instructions via radio or telephone; must be able to hear, speak with clarity, communicate orally, via computer, and in writing; physical demands include prolonged sitting, limited lifting up to 35 lbs (greater with assistance), and ability to handle mental and physical stress; must have ability to become State certified in Medical Dispatch Certification and Teletype Certification within one (1) year of employment. Must have a valid driver's license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Receives telephone calls to the Emergency 911 Center, and other messages requiring primarily emergency type of assistance promptly and courteously, determines priority, and transmits such requests for service to the appropriate personnel; uses standard operating procedures in the transmitting, receiving, and making a record of all radio, computer, and telephone messages; performs dispatch services for emergency services in law enforcement, ambulance, fire, and other emergency calls; closely monitors all dispatched calls to insure the security and safety of the responding personnel; maintains location and status information of all mobile units; provides emergency first responder instructions to the general public, whether the information is of a criminal, safety, or medical nature; maintains daily radio logs of activities and communication; maintains communication with the state, county, and other local law enforcement and emergency agencies; composes a variety of correspondence, reports, and other materials requiring independent judgment as to content, accuracy, and completeness; performs other related duties as assigned.
- Operates teletype, computer terminal, paging system, and may monitor alarms following well established standards and procedures; work requires the immediate determination regarding the sequence of events for each type of call received; financial accountability handles money; frequently handles information dealing with life and death situations; uses equipment requiring normal servicing; processes information with the public and fellow employees requiring confidentiality, tact, and diplomacy as appropriate; duties are performed in surroundings where undesirable physical conditions and hazards are controllable; activities may lead to stress; duties require limited movement but sufficient mobility to respond to radio and telephone duties while serving in an office setting.

JOB TITLE: Police 911 Telecommunicator (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from high school or its equivalent; 18 years of age; and some work experience in an office setting dealing with public communication desirable. Computer skills preferred. Must have the ability to obtain Medical Dispatch Certification and Teletype Certification within one (1) year of employment and must maintain such certifications throughout employment with continuing education and training. State certification also required. Must have a valid driver's license.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

Receives telephone calls to the Emergency 911 Center, and other messages requiring primarily emergency type of assistance promptly and courteously, determines priority, and transmits clearly such requests for service to the appropriate personnel;

Must possess the ability to think and act clearly and decisively in transmitting information and instructions via radio or telephone; must be able to hear and speak with clarity,

Closely monitors all dispatched calls to insure the security and safety of responding personnel; maintains location and status information of all mobile units; ability to demonstrate familiarity with geographic area to direct field units to a scene in a timely manner.

Maintains all information in a confidential manner;

Uses communication skills in dealing with the public and fellow employees with tact;

Performs other duties as assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

CITY OF HURON

BENEFIT SUMMARY

as of 1/1/2020

This is an Ordinance position and there is a 1040 hour probationary period.

Sick Leave:

- Employees accrues 3.7 hours per pay period of sick leave.
- Maximum accrual of sick leave is 600 hours.
- Sick leave accrues during the first six (6) months but is not usable until employee completes 1040 regular work hours.

Vacation Time:

- a. Group 1 - 0 – 6 years, shall be credited with 3.08 hours vacation per pay period, eighty (80) hours.
- b. Group 2 – After seven (7) years of continuous service, shall be credited with 4.62 hours vacation per pay period, one hundred twenty (120) hours.
- c. Group 3 – After fifteen (15) years of continuous service, shall be credited with 6.16 hours vacation per pay period, one hundred sixty (160) hours.
- d. All vacation accrues during the employee's first 6 months and is usable immediately following 1040 regular work hours.
- e. Maximum accrual is 200 hours.

Retirement: The City of Huron participates in the South Dakota Retirement System. It is mandatory that all employees participate. Employee's contribution rate is 6% of gross salary and the city matches this amount which forms the employee's retirement fund. Upon termination of employment, an employee has the option to withdraw their contributions plus any interest earned on their contribution. An employee is vested after 3 years and would receive 85% of the matching contribution. If less than 3 years, employee would receive 50% of the match.

A 457 Supplemental Retirement Plan is available at the option of the employee after the completion of 1040 regular work hours.

Health Insurance: The city provides group health coverage through Avera. For employees who elect to participate the city pays 100% of the premium for single coverage. There are two plans available, a \$2500 traditional plan deductible or \$4,000 deductible Health Savings Account. On the \$2,500 deductible plan, once the deductible is met, there is a 20% coinsurance with a maximum of \$4,500 out of pocket for single. Each family unit shall be subject to no more than two (2) deductibles or \$5,000 and maximum out of pocket of \$9,000. The \$2500 deductible plan provides a prescription drug benefit of \$12.00, \$35.00, \$50.00 co-pay for a 30 day supply with a \$50.00 deductible per member per year which is waived for generics. The \$4,000 Health Savings Account, employee pays for all prescriptions until the maximum deductible is met. All full-time city employees will be eligible for term life insurance and city health insurance on the first day of the month following 30 days of employment with the city. Family cost \$2500 plan is \$866.04 per month. Family cost H.S.A. is \$807.50 per month.

Supplemental Insurance: The employee has the option to enroll in the following supplemental insurance: AFLAC products, Delta Dental, Vision Service Plan (VSP). 100% of the premium is paid by the employee with pre-tax dollars after the completion of 1040 regular work hours.

Term Life: \$25,000.00 Term Life is available. The city pays 50% of the premium.