



**IRON COUNTY CENTRAL DISPATCH**  
**911 EMERGENCY DISPATCHER**  
**JOB POSTING**

*No previous experience required!*

*On the job training with sign-on bonus upon successful completion*

**POSITION: 911 EMERGENCY DISPATCHER – FULL-TIME/PART-TIME openings**

Paid Time Off (PTO), Medical/Vision/Dental/ Life Insurance, Paid Holidays and Retirement Fund options available for FULL TIME employees.

**DATE OF EMPLOYMENT:** Employment will commence upon hire.

**MINIMUM QUALIFICATIONS:** Possess a high school diploma or equivalent. Able to pass a thorough background investigation, oral interview, critical thinking exercise and standard hearing test.

Candidates should have exceptional interpersonal/communication skills and be able to perform a variety of time sensitive and urgent, administrative, clerical and technical tasks. They must be able to obtain, relay and dispatch emergency services and maintain public safety related information and activity.

Qualified Applicants must possess:

- Ability to maintain a high degree of confidentiality
- Ability and willingness to work rotating shifts, weekends, holidays and overtime
- Ability to multitask and communicate effectively under emotionally charged circumstances
- Basic knowledge of computers, data entry and technology
- Proficient grammar and spelling skills
- Ability to read maps and understand geographical directions
- No felony or disqualifying misdemeanor charges

**Part-time position pay/hours vary. Full-time dispatcher wage is \$21.91 per hour.**

Applications can be picked up at:

**IRON COUNTY CENTRAL DISPATCH**  
**ATTN: ASHLEY SCHMIDT, DIRECTOR**  
**2 S. 6<sup>TH</sup> STREET, SUITE 2**  
**CRYSTAL FALLS, MI 49920**

*Applications will be accepted until vacancies are filled.*