

## **JOB POSTING – ALTA CENTRAL**

### **Part-time Dispatcher**



Alta Central is looking for a dedicated, conscientious, and self-motivated individual ready to help our community and serve with a purpose in a public safety dispatcher position. Alta Central dispatchers receive non-emergency and emergency calls requesting police, fire, and assistance from the Alta Marshal's Office. Dispatchers work with multiple agencies, and monitor and operate a variety of telephone, radio, and computer systems. There is possible downtime during shifts which should be used first for training and chores but may also allow time for personal tasks. This unique position is perfect for someone who has a flexible schedule and appreciates being in a mountain environment.

#### **Essential Functions**

- Operate telephone system and radio console
- Provide support for deputies on patrol
- Politely respond to inquiries, transfer calls, record, and input information into law enforcement database software
- Understand and operate several different computers and software platforms
- Disseminate road and interlodge information to residents and the public
- Do routine cleaning and household chores in the office and common space

#### **Requirements**

- Be a United States citizen
- Be 21 years of age or older at the time of employment as a dispatcher
- Be a high school graduate or have a G.E.D equivalent
- Have not been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary or by imprisonment in the penitentiary of this or another state
- Have demonstrated good moral character, as determined by a background investigation
- Successful criminal history background check
- Must obtain Bureau of Criminal Investigation certification during probationary period
- Be free of any physical, emotional, or mental condition that might adversely affect the performance of the applicant's duty as a dispatcher
- Compliance with all Alta Marshal Office policies and procedures

#### **Skills**

- Ability to operate standard office equipment, including personal computers and word-processing software
- Ability to listen effectively, appropriately assess calls, dispatch accordingly, multi-task, and function in a fast-paced environment while remaining calm

- Have a strong attention to detail
- Ability to maintain positive working relationships and use effective oral and written communication in English with supervisors, co-workers, professional peers, and the public
- Ability to learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate with visitors, ability to complete tasks in situations that have a speed or productivity requirement

### **Physical Requirements**

The Alta Central building is located in upper Little Cottonwood Canyon at 8,700 feet above sea level. Accessing the building requires traversing up and down steeply sloped pathways and roads, and sometimes over or through a deep snowpack. Working conditions are consistent with a typical office environment and include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling, keyboarding, stooping, crouching, climbing ramps or stairs, and speaking. Must be able to remain in a stationary position for long periods of time, up to 3-4 hours continuously. Tasks may occasionally involve physical effort such as lifting up to 50 lbs. and shoveling snow.

The ability to hear, understand, and distinguish speech and/or other sounds (e.g., doorbell, telephone, computer, alarms) including radio traffic, in-person speech, electronic speakers, or other remote speech.

Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers. Clarity of vision at 20 feet or more including the ability to see a person or object, and the ability to recognize features.

### **Schedule**

- Part-time dispatchers work 8 hours per week and cover vacation time for full-time dispatchers which can be up to 48 hours per week.
- Must be able to work weekends/holidays year-round and 16–24-hour shifts May thru November
- Must be able to stay overnight as shifts start at 4 am, noon, and 8 pm

### **Compensation**

Hourly: \$20.50 per hour

### **To Apply**

Please email a letter of introduction, resume, and contact information for three professional references to [smccloskey@townofalta.com](mailto:smccloskey@townofalta.com) by Monday, August 26, 2024 at 5:00 pm.

Interviews will be scheduled based on applicant experience matching the needs of the agency and preference may be given to applicants with prior experience within the agency.

*August 6, 2024*