

# EMERGENCY SERVICES 911 DISPATCHER

JOHNSON COUNTY ESD #1  
2451 Service Dr.  
Cleburne, Tx 76033-0633

## **POSITION:**

Emergency Services Dispatcher duties include, but are not limited to, receiving emergency phone calls and dispatching proper responses for fire, emergency medical services, and other emergencies. Duties also include clerical and support services for the Johnson County Emergency Services District.

## **WORK HOURS:**

Positions are available for Full Time and Part Time dispatchers. The Full Time position requires working 40 hours per week. Candidates must be willing to work any 8 or 16 hour shift including nights, holidays, and weekends as well as overtime hours when needed.

## **MINIMUM REQUIRED QUALIFICATIONS:**

- 18 years of age and U.S. Citizen
- High school diploma or GED
- Good typing skills, with a minimum of thirty (30) words per minute
- Ability to read, write, and speak the English language
- Ability to work in a tobacco free environment
- Ability to pass a criminal record check

## **PREFERRED QUALIFICATIONS:**

- One or more years experience as a 911 dispatcher
- Certification as an EMD dispatcher
- Experience using a CAD system
- Experience with Microsoft Word, Excel, Access, and/or Pictometry
- Experience using Internet
- Possess good communication skills
- Ability to think and act quickly in emergency situations
- Ability to perform varied tasks simultaneously
- Fire Service or EMS experience

**SALARY:** Full Time \$29,640 per year (\$14.25 an hour) + Benefits  
Part Time \$13.50 an hour

**BENEFITS:** Full Time: Health Insurance paid 100% for employee, Health Insurance available for family members, Vacation and Sick time, Holiday pay, Overtime.

**APPLICATIONS:** Complete an application found at [www.johnsoncountyfire.org](http://www.johnsoncountyfire.org) employment page and submit to [dispatch@johnsoncountyfire.org](mailto:dispatch@johnsoncountyfire.org). Be sure to specify if you are applying for full or part time employment. Applicants should also attach a resume.

**OPENING DATE: OPEN UNTIL FILLED**