



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position:	Telecommunicator I <i>Permanent, Full-Time, Non-Exempt</i>		
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 & Benefits Information:	\$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 Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities		
Application Requirements:	Submit a completed Application for Employment (PD107) to: <table><tr><td>Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779</td><td>NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table>	Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779	NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
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Closing Date:	December 14, 2018		

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

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*