



Employment Opportunity

Please post in a location accessible to all employees

Position:	911 Coordinator <i>Permanent, Full-Time, Non-Exempt</i>								
Department:	Emergency Telephone								
Description of Duties & Responsibilities:	<p>The position ensures the effective operation of the 911 communications center. Duties include:</p> <ul style="list-style-type: none">• Supervision of Telecommunicator I and II positions.• Coordinate the hiring, training, and continuing education of the Telecommunicator personnel.• Dispatch calls.• Coordinate the purchase, installation and maintenance of hardware and software.• Develop and maintain backup data.• Maintain the 911 recording system and make copies for court action.• Other duties may include assignment of addresses for the county; maintenance of the addressing database; work with developers and homeowners to assign names to roads.								
Education & Experience Requirements:	High school diploma or GED and five to less than seven years of directly related experience required; or two years of college and an Associate Degree and two or less years of directly related experience preferred. A valid North Carolina driver license required. NC Public Safety Answering Point (PSAP) Manager Program certification required or completion of training and award of certification within the first 12 months of employment. Prefer applicant with supervisory experience.								
Starting Salary & Benefits Information:	\$39,310.99 (Grade 24) 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	<p>Submit a completed Application for Employment (PD107) to:</p> <table><tr><td>Jackson County</td><td>NCWorks Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table> <p>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.</p>	Jackson County	NCWorks Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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Closing Date:	November 16, 2020								

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*