



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:	Receive and prioritize emergency (E911) and non-emergency calls from the public. Process information using a computer-aided dispatch (CAD) system and dispatch appropriate emergency service agencies such as law enforcement, fire and emergency medical units. Exercise Independent judgment and initiative within established procedures.
Education & Experience Requirements:	High school diploma or GED, valid North Carolina driver license and strong computer and communication skills required. Prefer a candidate with both a high school diploma and an associate degree. Prefer one or more years of experience in a customer service position with extensive telephone or personal contact with the public; or work experience in any emergency service field such as volunteer fire department, law enforcement, or EMS.
Starting Salary & Benefits Information:	Grade 16 - \$26,607.23 per year 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: 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
Closing Date:	Friday, August 14, 2020

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*