



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 - \$27,139.37 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 to: <table><tr><td>Jackson County</td><td>NC Works 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> The Application for Employment 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	NC Works 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:	Friday, October 29, 2021								

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*