

COUNTY OF LEBANON

Job Announcement

Posting Date: September 3, 2021

Position:	Telecommunicator (911 Dispatcher)
Department:	Department of Emergency Services (EMA) Municipal Building Room 12 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Chocolate Workers, Local 464
Hours:	12 hour shifts, includes 8 hours of built-in overtime per pay period (36 hours one week, and 48 hours the next week)
Pay Grade:	1 (EMA Union pay chart)
Salary Range:	\$15.60 per hour, (\$18.20 per hour / \$41,641.60 per year once fully trained)
Full-time Employee Benefits:	*Paid health, vision, and prescription insurance *Paid Life insurance *10 Paid Holidays *Generous Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

- **A County of Lebanon Application must be submitted for consideration**
- **Applications will be accepted through- OPEN -.**

Initial shift is either 0600 to 1800 (day) or 1800 to 0600 (night) and is assigned based on availability of trainers and department operational need. Applicants **MUST** be willing to work either. Once training is completed, individuals will have the ability to bid on preferred shift as spots become available.

Frequent overtime opportunities are available once training is completed.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Telecommunicators answer emergency (911) and non-emergency calls for fire, police and EMS for the County of Lebanon. Coordinate communications between all County public service departments. Must perform numerous tasks and communication skills simultaneously with speed and accuracy. Good knowledge of geographical areas of Lebanon County and ability to interact with the general public in a professional manner.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High school diploma or equivalent; clean criminal record; public safety experience is preferred but not required; experience with Windows based computers and the ability to type a minimum of 25 WPM is required; aptitude test and pre-employment drug screening will be done as part of the interview process.

Application and resume submission options:

Scan and email your application and resume directly to:
Human Resources
Email: Apply@lebcnty.org

Mail: ATTN: LEEANNE SHANK, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042
Fax: (717) 675-2668

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