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# **DISPATCHER**

## **Part-time**

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Steuben County, New York is currently recruiting candidates for the position of **DISPATCHER, PART-TIME** at the Steuben County 911 Department.

Dispatchers operate a variety of equipment to rapidly and accurately receive, record, and transmit messages of great importance that often involve matters of life and death. They may also perform other clerical duties as time permits. Work is performed under the general direction of a higher-ranking supervisor with leeway allowed for the exercise of independent judgment.

### **Minimum Qualifications**

Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Police Science, Communications, Audio-Visual Technology, or related fields; or
- (b) One year of experience as a dispatcher which shall have involved operation of radio-telephone equipment; or
- (c) Two years of experience as a receptionist or switchboard operator which shall have involved the recording and relay of messages; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**Note** Steuben County residence preferred

**Salary** \$16.00 per hour (approximately 18 hours per week)

**Interested qualified applicants** are invited to complete an application, which is available online at [www.steubencony.org](http://www.steubencony.org) or from the 911 Department at 6979 Rumsey Street Extension, Bath, NY and the Steuben County Personnel Office.

Send completed application to:

**Nancy B. Smith, Personnel Officer**  
**Steuben County Personnel & Civil Service**  
**3 East Pulteney Square**  
**Bath, New York 14810**