

HENDERSON COUNTY SHERIFF'S OFFICE



Sheriff Lowell S. Griffin

100 North Grove Street
Hendersonville, NC 28792



Memo

To: All Interested Candidates

From: Sheriff Lowell S. Griffin

Date: October 26, 2023

Re: **Job Posting – 911 Call Taker / Telecommunicator**

New Pay Rate

The Henderson County Sheriff's Office is currently accepting applications for Full Time Telecommunicator positions in the Henderson County E911 Center.

Duties and Responsibilities: Performs intermediate, technical work on an assigned shift dispatching law enforcement, fire, and emergency medical services to emergency and non-emergency calls for service. These functions include answering 911 and administrative telephone lines, operating a computer aided dispatch system, and communicating with responding units via radio.

Qualifications:

- High school graduate or the equivalent
- No experience required
- Must be 18 years of age at time of initial employment date
- Must be a US Citizen
- Must be able to work a varied work schedule including nights, holidays and weekends
- Must be certified as a Telecommunicator in the State of North Carolina or obtain Telecommunicator certification by successful completion of Telecommunicator Training within one (1) year of employment as required by the North Carolina Training and Standards Commission
- Testing and pre-employment screenings required for all finalist applicants.

Henderson County provides a competitive benefits package that includes medical, dental and prescription coverage, as well as an on-site wellness clinic, 401(k) and 457(b) plans, various voluntary insurance products and local government retirement. Employees have access to gym and workout areas as well as training opportunities for career enhancement.

To obtain an application, visit www.hendersoncountync.gov/sheriff. Applications may be submitted in person at the Henderson County Sheriff's Office, 100 North Grove Street, Hendersonville, NC 28792, by fax to 828-698-4499 or via e-mail to sheriffjobs@hendersoncountync.gov.

The deadline for application is: Open until filled.

Starting Rate: \$23.50