

# Union County Sheriff's Office

## Full-time Communications Officer



UNION COUNTY SHERIFF'S OFFICE  
221 WEST 5TH STREET  
MARYSVILLE, OHIO 43040  
(937)645-4125

<http://www.co.union.oh.us/Career-Opportunities/>

Updated: **November 21, 2016**  
Posting Expiration: **Until filled**

The Union County Sheriff's Office is now hiring two (2) full-time Communications Officer to work in the Communications Center. Primary responsibilities include dispatching and processing 911 and non-emergency calls.

We are seeking responsible and reliable candidates interested in long-term career opportunity in the secure, fast-paced environment of the Union County Sheriff's Office.

### **Position Responsibilities and Requirements**

Communications Officers dispatch 9-1-1 emergency calls for the county and dispatches for seven (7) fire and emergency services departments and three (3) law enforcement agencies. Work hours vary; must have flexibility to work a variety of shifts in a 24 hour/365-day operation, supporting the following shifts: 7am-3pm, 3pm-11pm and 11pm to 7am. Top candidates must successfully complete testing through the National Testing Network, oral panel interviews, polygraph examination, an extensive background investigation, medical examination and drug screening.

### **Qualifications**

Excellent written and verbal communication, ability to effectively multi-task; advanced critical thinking, computer and technical skills, high school diploma or equivalent (Bachelor's Degree preferred) and ability to pass thorough background investigation. Pay Rate: \$18.27 - \$22.80/hour based on experience (exact work schedule/hours to be determined), plus an excellent benefits package. **LATERAL ENTRY CANDIDATES are encouraged to apply.**

### **Application Process**

Schedule testing through the National Testing Network at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) (**all test results must be submitted in the system as soon as possible**).

Each candidate shall complete an application packet from the Union County Sheriff's Office, please contact Ms. Alicia Bosch, Human Resources Director for an application packet at [abosch@co.union.oh.us](mailto:abosch@co.union.oh.us); send your name and address to this email. The Union County Sheriff's Office is an equal opportunity employer.

**The Union County Sheriff's Office is requiring each candidate to complete a Personal History Questionnaire (PHQ). You can access the questionnaire through your candidate account. National Testing Network suggests completing the PHQ as soon as possible so there is not a delay in your process.**

**Equal Employment Opportunity:** The Union County Sheriff's Office is an Equal Opportunity Employer.