

Dispatcher / Administrative Assistant  
Judith Basin County Sheriff's Office

General Job Description:

Primary responsibility is assisting law enforcement officers with timely information and support in daily activities as well as tracking and coordinating other emergency service responders. A strong work ethic and the ability to prioritize tasks are essential. Maintaining confidentiality in all aspects of the job is critical to this position. Applicant must be willing to perform duties as required including occasional hours beyond normal shift. Applicant will be fingerprinted and criminal background check performed.

Applicant must become CJIN Certified and able to enter warrants, run inquiries, and be the CJIN Terminal Administrator. The dispatcher will be responsible for monthly validation of warrants, stolen property, and protection orders. This position also performs background checks and prepares concealed weapons permits for approval by the Sheriff.

A successful applicant must be able to oversee all office operations and duties related to the running of the Sheriff's Office. Additional duties include working with E-911 maps and emergency response routing maps, answering phones for the Sheriff's Office and other courthouse offices. Applicant will be responsible for radio communications and daily log of all communications. Applicant will manage daily data and citation entry for MT Board of Crime Control. Timely preparation and submission of reports for various agencies of county and state government is essential.

Responsible for processing civil papers including data entry, completing returns, and managing the Judith Basin County Sheriff's Trust account.

Other duties consist of performing administrative assistant duties for law enforcement officers including filing, proofreading, mail, and other communications. Will also process claims for approval from the Sheriff, issue burn permits, issue livestock travel permits.

This position requires attention to detail and the ability to prioritize several tasks in short periods of time. Strong computer skills are required including Microsoft Office. This position is for 40 hours per week. Beginning pay \$14.75 per hour/w \$.75 after 6 months & certification. Benefits include health insurance, sick leave, paid vacation, paid holidays,

This position will have a six month probation period from date of hire. During this time either party may terminate the employment without reason.