



P.J. Tanner
Sheriff

OFFICE OF SHERIFF
BEAUFORT COUNTY
POST OFFICE BOX 1758
BEAUFORT, SOUTH CAROLINA 29901

AREA CODE (843)

SHERIFF	255-3200
CHIEF DEPUTY	255-3192
CRIMINAL RECORDS	255-3232
CRIMINAL WARRANTS	255-3228
CIVIL PROCESS	255-3188
JUDGMENTS	255-3189
FAX#	255-9405
WEB SITE	www.bcco.net

Job Description: Emergency Services Dispatcher

Qualifications:

1. You must have a high school diploma or equivalent.
2. You must have NO criminal history convictions.
3. You must have a valid US Driver's License with NO DUI suspensions within the past five (5) years.
4. You must be able to communicate effectively with the many individuals requesting assistance either in writing, in person, and/or over the telephone and Radio.
5. You must have the ability to learn and maintain high interpersonal skills.
6. You must be able to think clearly, speak audibly, clearly and distinctly, and possess excellent audio-visual capability.
7. You must type at least 30 correct words per minute.
8. You must pass all pre-employment testing.
9. You must arrive to work on time.
10. Dispatchers work an assigned shift. Full time dispatchers are assigned to a shift where there is an opening. **You must be able to work any shift assigned.** The shifts are 7:15 am to 7:30 pm and 7:15 pm to 7:30 am.
11. You must have the ability to work in extremely stressful situations, performing multiple tasks simultaneously, while maintaining your composure.
12. You must be able to work in a large, windowless room, often darkened.
13. You must be able to remain at your assigned position for long hours.
14. You must be able to work overtime.
15. You must be able to report for duty and remain in the Dispatch Center when activated for an emergency such as a hurricane. NO EXCEPTIONS

General Overview:

1. There are a minimum of five (5) dispatchers on duty at all times, seven (7) days a week, twenty-four (24) hours a day, including holidays and weekends.
2. The initial training period is between eight (8) months to ten (10) months.
3. The Beaufort County Sheriff's Office provides security clearance for all dispatchers to maintain our compliance with State and Federal Regulations. If, at any time, this clearance is removed, you will result in immediate termination.
4. During the first six (6) months of employment, you will be required to take a 40-hour certification course on the SLED/CJIS FBI NCIC Teletype System. The course and testing are conducted on site. The State of South Carolina Justice Academy and the South Carolina State Law Enforcement Division (SLED), Training Section, have established a passing grade of no lower than 75% on any test given in any official capacity. The Communications Division has adopted this standard for testing as well. However, for APCO related testing, a minimum of 80% is required.
5. This job requires manual dexterity (to do more than one thing at a time, and do all of them well).

6. We operate a computer system in Communications called Computer Aided Dispatch (CAD). The CAD system keeps track of all units; incident calls, compiles reports and/or statistics, and “talks” to all Mobile Data Terminals in the emergency service vehicles in Beaufort County.
7. There are over 22 total incoming phone lines in Communications, ten (10) are non-emergency lines and two (2) are non-published. We receive approximately 544,000 calls per year, 75% of which are dispatched to one of the emergency service agencies: eight (8) Fire Departments, four (4) Law Enforcement Agencies and Emergency Medical Services.
8. While employed with Beaufort County, any secondary employment must be approved, in writing by the Chief Deputy.
9. The benefits and leave package will be explained to you by the Employee Services Division if you are hired.

