

Communications Officer

Sioux County Sheriff's Office

Status: Part-Time

Location: Orange City, Iowa

Pay Rate: Hourly, \$17.23

Are you someone who keeps your cool in high-stress situations? Are you interested in working for a well-regarded organization, focused on the safety and betterment of the Sioux County community? Then this position may be for you! The Sioux County Sheriff's Office is looking to hire an organized, forward-thinking, and motivated individual to join our Communications staff.

Position Summary: Under general supervision of the Emergency Management Director, this position performs essential duties relating to emergency and non-emergency situations. This position is responsible for dispatching law enforcement, fire and rescue mobile units, and other personnel in response to developing situations via telephone, radio, and computer systems.

Essential Functions:

- Ability to be a part of a team
- Possess excellent written and verbal communication skills
- Possess excellent interpersonal and multi-tasking skills
- Work independently of direct supervision
- Remain calm and level-headed under stressful conditions
- Possess strong problem-solving skills

Assets:

- At least 2 years of college in a related field (i.e. Communications, Criminal Justice, etc.)
- Experience in telecommunication

Conditions of Employment:

- Must be eligible to work in the United States
- Ability to maintain a valid driver's license
- Pass a background and drug test

Applications can be picked up at the Sioux County Sheriff's Office (4363 Ironwood Ave., Orange City, IA) or can be downloaded at www.siouxcountysheriff.com under the "Employment" tab. Applications will be accepted until the position is filled. All applications and related documentation will be open to public inspection unless requested in writing to be kept confidential.

Sioux County is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristics as outlined by federal, state, or local laws.