



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET  
MULTIPLE POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: EMERGENCY  
COMMUNICATIONS OPERATOR

DEPARTMENT: EMERGENCY SERVICES

PROBATIONARY RATE: \$23.46 /HOUR (1 YEAR)

\*\*CONSIDERATION FOR LATERAL  
COMPENSATION WILL BE GIVEN FOR  
PRIOR EMERGENCY DISPATCHING  
EXPERIENCE

SCHEDULED HOURS: 40 HOURS PER WEEK/12 HOUR SHIFTS  
(NON-STANDARD WORK WEEK -  
NIGHT SHIFT)

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS POSTED EFFECTIVE 11/27/24  
UNTIL POSITIONS ARE FILLED

**VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY  
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP  
AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH  
QUESTIONS AT: 513-695-1747.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747



**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**ESSENTIAL FUNCTIONS**

1. **Receives and transmits radio and telephone communications while being aware of questions/requests in the Communications Center by co-workers at the same time.**
2. **Ability to assess a situation, dispatch the correct response, coordinate mutual aid support and provide lifesaving instructions while help is in route to the emergency.**
3. **Maintains confidential information and records on various forms and logs for computer entries and cancellations.**
4. **Operates equipment (e.g., computer terminal, telephones, radios, etc.).**
6. **Analyzes, enters, clears, queries, or cancels entries in local, L.E.A.D.S. and N.C.I.C. computer systems.**
7. **Gather & prioritize relevant information from callers who could be highly emotional, angry, hysterical, disoriented, have special needs etc...**
8. **Demonstrates predictable, punctual and regular attendance.**

**OTHER DUTIES AND RESPONSIBILITIES**

1. **May serve as ECO-in-charge as required.**
2. **May provide training for other communication employees.**
3. **Performs other duties as requested by supervisor.**

**KNOWLEDGE, SKILLS AND ABILITIES** (\* indicates developed after employment)

**To acquire the knowledge and skills needed to function in this position, requires a significant amount of training and continuing education.**

**Knowledge of agency policies and procedures\*; FCC rules and regulations\*; geography of Warren County\*.**

**Skills to effectively communicate, critical thinking & decision-making, operation of all radio equipment, Computer Aided Dispatch system, telephone, and multi-tasking.**

**Ability to exercise sound judgement and demonstrate calm handling of general and/or stressful situations; develop and maintain working relationships with associates, peers, law enforcement agencies, fire departments and the public; collect, analyze and interpret data; prepare and maintain accurate documentation; operate multiple computer programs on multiple screens for extended periods of time.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. This position is considered essential. I understand that I may be required to work additional hours before and after my shift or called in on my days off to meet the needs of the department and County. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

(Date)

**Date Adopted:  
Date Revised:12/2024  
posdes.15**