

THE TOWN OF Batesburg-Leesville

Dispatcher I/ Police Jailer **Job Posting**

The Town of Batesburg-Leesville is seeking applications for a Dispatcher I / Police Jailer.

Job Duties

- Answering emergency and non-emergency calls; route calls and teletype message to appropriate person or department; dispatch public safety and other service personnel in response to citizens calls for help
- Enters NCIC, docket book, issuance of warrants, traffic citations and other information into the computer database
- Maintain daily log sheets; record times, locations and nature of trouble
- Adhere to all standard operational procedures as outlined in the Jail Directive Policy
- Complete training thru the Criminal Justice Academy/NCIC training
- Able to work night shift
- Other duties as assigned

Qualifications

- Must be 21 years of age or older
- Must have a valid South Carolina Driver's License
- High School diploma or equivalent combination of experience training plus six months to one year of advanced study or training through the Criminal Justice Academy/ FTO program/ completion of probationary period is required
- (Strength) - Medium work exerting up to 50 pounds of force occasionally and/ or 25 pounds of force frequently, and up to 10 pounds or force constantly to move objects including the human body.

Salary Info

Starting pay based on experience with benefits, to include, medical, vision, dental, life insurance, annual leave, paid sick leave, and SC State Retirement.

How to apply

Applications can be picked up at the Batesburg-Leesville Town Hall, 120 West Church Street Suite A, Batesburg-Leesville, SC or by visiting <http://www.batesburg-leesville.org/employment-opportunities>. Office hours are Monday-Friday 8am-5pm.

Deadline: Open until filled

The Town of Batesburg-Leesville is an Equal Opportunity Employer. The Town of Batesburg-Leesville does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.