



Delaware, County of (OH) Communications Dispatcher

SALARY	\$27.00 - \$32.57 Hourly	LOCATION	Delaware, OH
JOB TYPE	Full-Time	JOB NUMBER	2501096
DEPARTMENT	Sheriff's Office	OPENING DATE	08/21/2025
CLOSING DATE	9/11/2025 11:59 PM Eastern	FLSA	Non-Exempt
BARGAINING UNIT OPBA			

Objectives

Incumbent is responsible for dispatching calls for service to deputies and other Law Enforcement Agencies within Delaware County, receiving calls from the public and public safety communication tasks involving the receipt and transmission of non-emergency and 911 emergency calls, security alarms, operating the communications teletype, computers, the communications telephone system, fields media inquiries and maintaining a radio log. Incumbent reports to the Communications Supervisor.

Job Standards

Completion of a secondary education or equivalent. Must have a valid Ohio driver's license and a clean criminal record. LEADS / NCIC operator certification. Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Essential Functions

- Operates base and two - way radio systems and dispatches calls;
- Operates computer, related software and equipment;
- Operates communications teletype;
- Monitors other State and Local radio bands;
- Maintains radio log;
- Monitors Delaware County 911;
- Fields media inquiries;
- Researches and verifies license plate and social security numbers;

Supplemental Information

NON-ESSENTIAL JOB FUNCTIONS:

- Maintains professional training;
- Attends meetings

- Performs related Essential and Non-Essential functions as needed.

JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: computer and related software, printer, copier, facsimile machine, paper shredder, paper hole punch, multi-line phone, 911 system, LEADS / NCIC computer system and database, maps, base and two way radio.

Critical Skills/Expertise:

- Ability to communicate effectively, both orally and in writing;
- Ability to multi-task in a fast-paced setting
- Ability to concentrate under stress;
- Ability to follow instructions and to multi - task;
- Ability to maintain confidentiality;
- Ability to operate a variety of communication and office equipment;
- Ability to prioritize, organize and schedule tasks;
- Ability to effectively use a multi - line phone system;
- Basic knowledge of Delaware County Sheriff statutes and ordinances;
- Knowledge of authorized personnel;
- Knowledge of community resources / programs;
- Knowledge of computers and related equipment / technologies;
- Knowledge of crisis management and intervention skills;
- Knowledge of filing methods and techniques;
- Knowledge of geographical area;
- Knowledge of LEADS / NCIC manuals;
- Knowledge of operation of recorder;
- Knowledge of other county entities;
- Knowledge of radio communications codes and signals and Unit identifications;
- Knowledge of staff members to contact;
- Knowledge of "Criss Cross" Reference Index;
- Knowledge of Agency Policy and Procedures Manual.

II. RESPONSIBILITY

Supervisor provides general guidance allowing the Incumbent the ability to plan the procedures and methods to attain objectives and gives technical or detailed assistance when needed. Supervisor closely reviews dispatched calls and may advise the Incumbent when to page other Sheriff's office personnel. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate and incomplete information and requiring an expenditure of time to correct by preceding shift. Errors in work may result in the dispatch of a Deputy to the wrong location and a delay in the delivery of services / help.

III. PERSONAL WORK RELATIONSHIP

Incumbent has contact with co-workers, employees in the department, public and private sector employees, Court and law enforcement personnel, institutional residents and the general public. The purpose of these contacts is to monitor the status of calls dispatched, coordinate the support of other public safety services, and gather information regarding the status of warrants.

Physical Requirements: Incumbent performs sedentary work which may require lifting up to fifteen (15) pounds occasionally

Physical Activity: Incumbent performs the following physical activities; reaching, walking, hearing, talking, fingering, and repetitive motion.

Visual Activity: Incumbent performs work where the seeing job is at or within arm's reach.

Job Location: Incumbent works in a modern office setting and is not exposed to adverse environmental conditions; however, employee is exposed to noise sufficient enough to causes the employee to shout in order to be heard

Benefits

Delaware County offers a complete benefits package to full-time employees including: health care, Flexible Spending Account (FSA), dental care, life insurance, pension, holidays, vacation, sick leave, and deferred compensation plans.

To learn more details, visit our [benefits page](#).

Full job descriptions are available on the [Class Specifications](#) page.

Equal Opportunity Employer
M/F/D/V

Employer

Delaware, County of (OH)

Department

Sheriff's Office

Address

1776 State Route 521

Delaware, Ohio, 43015

Phone

(740) 833-2800

Website

<https://www.governmentjobs.com/careers/codelawareoh>