



## Northeast Oklahoma E911 Trust Authority

If you are interested please send an email to [info@noeta911.org](mailto:info@noeta911.org) and request an application

Title: 911 Telecommunications Specialist	Agency: 911 Trust Authority
Reports to: Shift Supervisor	FLSA Status: Non-Exempt
Pay: \$14.45 per hour, starting , no experience	Full Time/Part Time/Temp: Full-Time
Position Posted: November 26, 2019	Posting Closes: Open until filled

### **Position Profile**

Northeast Oklahoma E911 Trust Authority is hiring full-time positions. We are a Consolidated Center serving several Police, Fire Agencies, and Medical Services. This position answers 9-1-1, non-emergency, and administrative phone lines, prioritizes situations and dispatches appropriate resources, maintains status of all on-duty personnel, coordinates with other agencies, citizens, and/or businesses to provide assistance, gather information, or give instructions necessary depending on the situation. Provides medical instructions to callers over the telephone.

### **Qualifications**

Must be able to spell, type 40 wpm, and be able to perform many job functions at once with accuracy and speed. We work 12-hour shifts. Must be available to work days, nights, weekends, and holidays. Requires at least a 6-month training period; all training is provided. You must be 18 years old and must be able to pass a background check and medical screening.

### **Benefits**

Employer Paid 100% for employee: Medical, Dental, Vision, and Basic Life. Retirement: OPERS

### **Education and/or Experience**

High School Diploma or GED preferred.

### **Physical Demands**

Works under very stressful conditions, must be able to work rotating shifts, must be able to look at computer monitor of extended periods of time, and must be able to sit for long periods of time.

**Notice:** Northeast Oklahoma E911 Trust Authority is a separate agency from Rogers County.