



Northeast Oklahoma E911 Trust Authority

If you are interested please send an email to info@noeta911.org and request an application

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| Title: 911 Dispatcher | 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: December 16, 2020 | 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.

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Job site: Claremore area.

Qualifications

Must be able to spell, type 45 wpm, and be able to perform many job functions at once with accuracy and speed. This is shift work; we operate 24 hours per day. 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 do shift work, must be able to look at computer monitor for 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.