



# SHELBY COUNTY SHERIFF'S OFFICE

## SHELBY COUNTY, ALABAMA

**JOHN SAMANIEGO**  
SHERIFF

380 McDOW ROAD  
P.O. BOX 1095  
COLUMBIANA, AL 35051  
PHONE (205) 669-4181  
FAX (205) 669-3865  
WWW.SHELBYSO.COM

## Dispatcher

**Job Duties:** Dispatchers are non-sworn employees of the Shelby County Sheriff's Office. They must be able to perform a variety of tasks to ensure the 24 hour, seven day a week operation of the communications center of the Shelby County Sheriff's Office. All work must conform to established laws, policies, and procedures of the Shelby County Sheriff's Office, and to professional standards of law enforcement administration and criminal justice.

Dispatchers individually or collectively must be able to perform the following:

- Operate a multi-line phone to answer incoming calls or place outgoing calls in order to assist the citizens and visitors of Shelby County.
- Meet certification requirements to use various criminal justice information databases to check, verify, enter, or remove wanted individuals.
- Enter and retrieve information from the Sheriff's Office records management system.
- Operate sophisticated two-way radio systems.
- Utilize a state of the art computer aided dispatching and mapping system to coordinate officer functions and maintain records.
- Rapidly and accurately verify information and comprehend, recall, record, and relay oral information among other units within the Sheriff's Office or other law enforcement agencies.
- Process information while operating computers, radios, and telephones simultaneously.
- Work day, evening, or night shifts including holidays and weekends as needed to staff the communications center. Overtime hours may be required.
- Perform other duties as assigned.

### Requirements:

**Age:** 19 years of age or older

**Education:** High School Diploma or GED

**Other:** Must be able to demonstrate the ability to type a minimum of 35 words per minute, successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.