



FRANKLIN COUNTY DEPARTMENT OF  
ANIMAL CARE AND CONTROL  
4340 TAMARACK BLVD  
COLUMBUS, OH 43229

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Radio Dispatcher **PCN:** 072017

**REPORT TO:** Field Supervisor **PR:** A2

**RESPONSIBILITIES:** Receives telephone calls from the general public requesting animal control services. Determines nature and priority of service requests and decides most appropriate response in accordance with established procedures. Maintains communication with and dispatches service requests to Deputy Dog Wardens via two way radio. Refers service requests to outside agencies, as appropriate.

Locates information using computer system to support Deputy Dog Wardens in the field and to respond to related injuries from the general public.

Maintains daily, weekly and monthly records of dispatch activities. Records each service request on service log and counts daily total. Maintains daily radio log of dispatched calls, notes time call received, time deputy responded and calculates deputy response time. Keeps record of time and duration of breaks for Deputy Dog Wardens. Maintains trap log. Prepares and reports monthly service request totals from daily service request log.

Performs other related tasks and functions to support operations of the agency. Monitors office supply inventory and orders and re-stocks as needed. Notarize complaints from the general public to facilitate appropriate legal filing with Clerk of Courts.

**MINIMUM QUALIFICATIONS:** High school diploma or GED with six months previous dispatch experience or any equivalent combination of training and experience.

**STARTING SALARY:** \$13.69 per hour, plus a comprehensive benefits package  
120 day probation period

**DATE POSTED:** Tuesday, October 4, 2016

**DEADLINE TO APPLY:** Monday, October 17, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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