

## **Position Available: Communications Specialist**

**Department:** Gilpin County Sheriff's Office

**Deadline:** Open Until Filled

**Description:** Performs specialized radio and communications work in the County Sheriff's Office, serving as emergency medical radio dispatcher on an assigned shift in a 24/7 operation. Work involves receiving emergency and non-emergency incoming calls; dispatching applicable resources, including law enforcement, fire and emergency medical services; providing emergency medical dispatch and operating a computer terminal to enter and retrieve information for deputies.

### **Qualifications / Requirements:**

- Must be 18 years of age
- Have a high school diploma or GED.
- Computer literacy including basic typing skills.
- Must pass background check, including criminal.

**Hours:** Must be able to work shift work, weekends and holidays.

### **Excellent benefit package – to include:**

- ❖ Employer paid medical, dental and vision for employee (minimal cost for family coverage)
- ❖ Long term disability insurance, accidental death and disability insurance, long term care insurance, and a \$50,000 life insurance policy provided at no cost to the employee
- ❖ Sick, vacation, and personal leave
- ❖ 100% vested in retirement plan upon hire

**Salary:** \$20.64 / hour  
\$21.59 /hour upon successful completion of the FTO program

**Process:** The written exam is a computer based exam and will be scheduled individually. Testing will consist of a written exam, background investigation, oral board interview, and pre-employment drug screen. You must pass each individual phase to continue to the next level of the testing process.

### **Application Procedure:**

Applications are available on our website (<http://co.gilpin.co.us/Employment/jobs.htm>) or at either two locations listed below:

Gilpin County Human Resources  
495 Apex Valley Road  
Black Hawk, CO 80422  
M-F 8:00 a.m. – 4:30 p.m.

Gilpin County Sheriff's Office  
2960 Dory Hill Road  
Black Hawk, CO 80422  
M-F 8:00 a.m. – 5:00 p.m.

Please send completed application to:

Gilpin County Sheriff's Office  
Attn: Captain T. Kapke  
2960 Dory Hill Road – Suite 350  
Black Hawk, CO 80422

If you have any questions, please call Gilpin County Sheriff's Office (303) 582-5500  
Gilpin County is an Equal Opportunity Employer