



**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

**REPORTS TO:** Field Supervisor **PR:** A2

**RESPONSIBILITIES:** Receive telephone calls from the general public requesting animal control services. Determine nature and priority of service requests and decide most appropriate response in accordance with established procedures. Maintain communication with and dispatch service requests to Deputy Dog Wardens via two-way radio. Refer service requests to outside agencies, as appropriate.

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

Maintain daily, weekly and monthly records of dispatch activities. Record each service request on service log and count daily total. Maintain daily radio log of dispatched calls, note time call received, time deputy responded and calculate deputy response time. Keep record of time and duration of breaks for Deputy Dog Wardens. Maintain trap log. Prepare and report monthly service request totals from daily service request log.

Perform other related tasks and functions to support operations of the agency. Monitor office supply inventory and order and re-stock 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 (6) months previous dispatch experience or any equivalent combination of training and experience.

**STARTING SALARY:** \$11.27 per hour, plus a comprehensive benefits package  
120 day probation period

**DATE POSTED:** Wednesday, June 1, 2016

**DEADLINE TO APPLY:** Tuesday, June 14, 2016

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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