



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION
911 Specialist
Sumter Police Department

Position Description: Under general supervision, responsible for performing specialized Police/Sheriff related emergencies to include Medical and Fire. Answers E-911 emergency telephone lines for all City and County Law Enforcement, EMS and Fire, to include non-emergency administrative lines, Crime Stoppers, and City Public Works; obtains information from complainants; disseminates to appropriate public safety agencies. Operates and utilizes various computer systems, radios and telephones. Must have the ability to multi-tasks several things at one time to include giving and receiving first responder information to include basic medical instructions over the telephone.

Requirements: Must be able to work 12 hour day/night shift, weekends and holidays.

Qualifications: High School Diploma and five to eleven months or related experience; or any equivalent combination of training and experience. Law enforcement, CAD experience and good computer skills preferred. Must have or be able to successfully complete SLED NCIC Training and certification, SC Criminal Justice Basic 911 Training and certification and Emergency Medical Dispatch certification.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.