

Part-time Job Opening

The Fremont County Sheriff's Office is accepting resumes for part-time position, cross-trained in dispatch/records and driver's license. The position will include emergency service work, including receiving 911 and non-emergency requests for police assistance, determining nature/urgency of calls, initiating police or other emergency personnel action and maintaining close contact with field units to monitor response and needed support requirements. The job requires initiative and independent judgment within procedural boundaries in responding to emotional, disturbed and sometimes abusive people in a variety of situations. Work may be done separately or in conjunction with other dispatchers. Dispatchers may assist in training, teaching and basic operational equipment management. High school diploma or G.E.D. required. Must be at least 18 years of age and have at least 2 years of working experience, be a United States citizen, have no felony convictions or conviction of an offense that would be a felony if committed in Idaho. A typing test must be completed at Job Service. Must type at least 30 words a minute. A background check will be required.

This position will be open until filled.

Please send resumes to apearson@co.fremont.id.us or jpowell@co.fremont.id.us

The part-time positions will be for up to 20 hours a week.

Job summary

Record's Clerk scans files, enters citations, files paperwork, NIBRS, E-Impact, ILETS Certified, and assist with License Examiner, Dispatch and Civil Deputy.

Duties and responsibilities

Essential

- Scanning of open and closed records.
- Indexing of scanned records.
- Processing paperwork in an organized and timely manner.
- Preparing, sorting and processing mail including payments and other various paperwork.
- Process filing, including P.C. and physical filing of paperwork.
- Process citations. (as instructed)
- Be familiar with warrants.
- Work well with the public, both telephonically and in person.
- Work well with people who are distraught or distressed.
- Work well with people who do not understand the English language, or who do not have good personal hygiene.
- Be able to balance daily accounts as instructed.
- Keep a calm attitude in stressful situations.
- Cross trained in License Examiner, Dispatch and Civil. (See these three job descriptions).
- NIBRS for County, St Anthony PD and Possibly Ashton PD
- Approves E-Impact reports and sends them to ITD.
- Receives requests for reports and send them out in a timely manner.
- Communication skills with the news media.
- Communicate with Computer Arts in reference to CAD, ARTS and NIBRS problems.
- Log and file videos from the jail.
- Assisting the court in finding reports or citations needed.
- Keep track of Sex offender records and communicate with the state in reference to them.

Physical Qualifications

Essential

- Sitting with intermittent moving in the office environment, lifting of office supplies (e.g., books, binders, etc.) talking & hearing (in person and by telephone), memorizing and seeing (e.g., documents, etc.)
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10 key, etc.)
- Climbing, standing, and walking.
- Demonstrate ability to operate standard office machines.
- Data entry experience.
- Typing skills (30 wpm).
- Written and verbal communication skills.

- Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately, and without causing a direct safety threat to the person or others.

Additional

- Stooping, kneeling, crouching, crawling, pushing, pulling and lifting (25 lbs.).
- Notary Public

Machines Operated

- General office equipment (copier, fax, telephone, 10 key, typewriter, etc.)
- Audio recording and dubbing machines
- Computers, scanners, and Printers
- Teletype (NCIC)
- County computer system.
- Radio system.
- State computer and printers for driver's license system.
- Office machines (e.g., fax, copy, telephone, 10-key, etc.).
- TTD machine.
- Recording machine for dispatch.
- State computer and printers for driver's license system.
- Driver's license photo machine.
- Office machines (e.g., fax, copy, telephone, 10-key, etc.).
- Eye examination machine.

Job Summary

Administers written and visual acuity tests for applicants' eligibility for a driver's license, instructional permits, and identification cards.

Duties and Responsibilities

Essential

- Tests, scores and issues driver licenses to incoming individuals according to standards set by the State of Idaho by scoring written and visual acuity tests.
- Collects fees for and issuing temporary licenses and instructional permits, driver training permits, commercial driver's licenses, and identification cards.
- Instructs applicants regarding Idaho traffic law and other regulations.
- Photographs applicants for license.
- Mails necessary information to the State Driver's License Bureau.
- Orders examination materials and maintains an inventory to serve the community needs regarding driver's license.
- Prepares inventory report to the State Driver's License Bureau.
- Counts, balance, and deliver driver's license monies to correct entity.
- Prepares to the State and County a monthly report accounting for monies.
- Gathers information for permits and prepares students for driver's education by collecting papers, processing information, etc.

- Performs light maintenance of communication equipment (i.e., changing paper, restarting equipment, etc.)

Additional

- Answers telephone.
- Issues Concealed Weapons Permits.
- Collects Sex Offender Registrations.
- Performs other duties as assigned or needed.

Qualifications

Essential

- Manual dexterity, grasping, talking, and hearing.
- One (1) year of responsible clerical and/or secretarial experience.
- Working knowledge of bookkeeping practices and general office procedures.
- Ability to operate a variety of office equipment.
- Typing skills (30 wpm).
- Customer relation skills.
- Written and verbal communication skills.
- Bondable.
- Demonstrated leadership ability.
- Performs essential duties with or without reasonable accommodation efficiently, accurately without causing a direct safety threat to the person or others.

Additional

- Climbing, balancing, stooping, crouching, reaching, standing, walking, and lifting.
- Ability to stand for extended periods of time while operating office machines.
- Notary Public

Machines Typically Operated

- County computer system.
- State computer and printers for driver's license system.
- Driver's license photo machine.
- Office machines (e.g., fax, copy, telephone, 10-key, etc.).
- Eye examination machine.

TTD machine

Job Summary

Dispatches emergency personnel by radio and other communications equipment. Performs a variety of tasks relating to incarceration.

Duties and Responsibilities

Essential

- Ensures proper procedures are followed by monitoring radio communications and radio activities.
- Evaluates efficiency and effectiveness of dispatch.
- Receives and coordinates police, fire, ambulance and other emergency requests.
- Maintains a daily radio log for all incoming calls according to type on CAD system.
- Relays information to the concerned agency by conducting searches through department files and National Crime Information Center.
- Determines nature and seriousness of call(s) and dispatches patrol cars and emergency vehicles as necessary.
- Teletypes information to concerned officer(s) as needed.
- Starts the incident program by typing a variety of reports for specific types of crimes and complaints (e.g., accident reports, missing persons, theft, runaways, dog, etc.)
- Enters warrants into various computers.
- Monitors activity in cells through monitors.
- Monitors a variety of alarm systems.
- Trains other department personnel.
- Administers first aid to individuals coming into the dispatch area.
- Performs light maintenance of communication equipment (i.e., changing paper, restarting equipment, etc.)

Additional

- Performs other duties as assigned or needed.

Qualifications

Essential

- Sitting with intermittent moving in an office environment, reaching, lifting of office supplies (e.g., binders, etc.), talking & hearing (in person and by telephone), memorizing, and seeing (e.g., documents, etc.)
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10-key, etc.)
- High school diploma or equivalent.
- Possess P.O.S.T. and NCIC level I operator certifications within one (1) year.
- Thorough knowledge of department policies, procedures, emergency codes and communication equipment operations.
- Demonstrated ability to think clearly and take control in stressful emergency situations.
- Good hearing, diction and clear voice.
- Potentially dangerous working environment.
- Typing skills (30 wpm).
- Good public relation skills.
- Performs essential duties with or without reasonable accommodation efficiently, accurately without causing a direct safety threat to the person or others.

Additional

- Crouching, stooping, standing and walking.

Machines Typically Operated

- Teletype (NCIC)
- County computer system.
- Radio system.
- Office machines (e.g., fax, copy, telephone, 10-key, etc.).
- TTD machine.
- Recording machine for dispatch.