

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Emergency Services is in search of:

**Dispatcher - Emergency Services (Fulltime & Part-time)**

**Salary:** \$45,076 for fulltime and \$21.67/hr for part-time with excellent benefits as described below

**Salary after successful completion of probation period:** \$50,257 for fulltime and \$24.16/hr for part-time.

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

**Duties of the position:** This position exists in the Emergency Services Department and involves responsibility for staffing the telecommunications center on an assigned shift. This work requires the use of radio, telephone and automatic signal equipment to dispatch personnel and equipment to fires and other emergencies. Employees in this class must be able to function calmly in emergencies and take appropriate action in an efficient manner. The work is performed in accordance with established procedures under the general supervision of the Supervisor of Dispatcher Operations and the Emergency Services Director with leeway allowed for independent judgment. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma.

**SPECIAL REQUIREMENT:**

- 1) Persons appointed to this position must successfully complete the Emergency Medical Dispatch Course, certified by the National Academy of Emergency Medical Dispatch within six (6) months of appointment and must maintain certification throughout employment.
- 2) Appointment to this position requires an employee to access the New York State Criminal Database. Candidates with a felony conviction are barred from appointment. A misdemeanor conviction may bar appointment.

**Additional Employment Information:** This position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until position has been filled. Please indicate if you would like fulltime, part-time, or both on your application. Send application/resume to:

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website,  
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources  
(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
EEO