



JOB VACANCY ANNOUNCEMENT

POSITION: 911 Telecommunicator – Department of Public Safety
OPENING: Part-Time Position: (32 hours weekly) Floating Schedule.
POSTING DATE: 10/20/2026
REMOVAL DATE: 10/30/2026

Job Description:

This is specialized work in receiving and dispatching emergencies at the Crawford County Department of Public Safety. This position requires the successful candidate to receive and evaluate requests for emergency response agencies and routine requests for administrative agencies. The dispatcher receives requests from citizens and from emergency response field units and routes incidents to appropriate departments or agencies via radios, telephones, pagers and other means. The position also includes tracking the status of field units and providing any additional assistance for those units in addition to recording pertinent data and entering that data into computers. Prompt and proper decisions are required which may have a major impact on the safety of both emergency response agency personnel and the public.

Work will also involve typing and processing various types of information into computer systems. Assignments are routine in nature and are carried out under specific operating procedures but with certain independence.

The successful candidate must be available to work all shifts including weekends, holidays and overtime as needed. This is 32 hours per week with a combination of 12- and 8-hour shifts covered by the SEIU Contract.

Prerequisites:

- * High school graduate or equivalent
- * 18 years of age
- * Be able to pass PSP/FBI background investigation

Upon hiring, the candidate must become certified in the following:

- * Priority Dispatch Emergency Telecommunicator (ETC) Certification
- * Priority Dispatch Emergency Medical Dispatcher (EMD) Certification

- * Priority Dispatch Emergency Police Dispatcher (EPD) Certification
 - * Priority Dispatch Emergency Fire Dispatcher (EFD) Certification
 - * CPR Certification
 - * JNET/CLEAN/NCIC Terminal Certification
 - * Hazmat Awareness
 - * NIMS IS 100 & IS 700
 - * Computer Aided Dispatch (CAD) New Dispatcher certification
- ******Training provided for these required certifications******

Desired Traits:

- * Background with emergency response(s)
- * Basic computer skills
- * Ability to remain calm under stressful situations
- * Knowledge of county geography, landmarks and addressing
- * Skills and abilities to operate radio consoles, telephone equipment and other communication center and office equipment
- * Ability to speak clearly and concisely

NOTE: "HIRE" *Assessment examination is part of the selection process.*

CHARACTERISTIC WORK ASSIGNMENTS:

- * Receive requests for emergency services and obtain all information to ensure correct service is dispatched to proper location.
- * Transmit messages by radio, telephone or pager to emergency service departments, hospitals, state or county emergency management agencies and various administrative agencies.
- Provide law enforcement agencies with information pertaining to motor vehicle registration, operator's licenses, stolen vehicle data, warrants and other similar information supplied through CLEAN/NCIC.
- * Complete any other duties as outlined by procedure manual, Director, Shift Leader or acting Shift Leader.

RATE of PAY:

The 2026 first-year entry-level wage after completion of training is \$20.88 plus differentials.

Submit a letter of interest/county application/resume by 4:00 P.M on October 30th to:

Crawford County Dept. of Public Safety

632 Pine St.

Meadville, PA. 16335

ATTN: Director

Or via email to: gbeveridge@co.crawford.pa.us