

PUBLIC NOTICE

The Carroll County Sheriff's Office is seeking applicants for the position of a full-time Public Safety 911 Telecommunicator. Applications can be picked up at the Carroll County Sheriff's Office Dispatch Center at 210 Norandal Dr., Huntingdon, TN 38344

Minimum requirements are as follows:

- At least 18 years of age.
- High school diploma or G.E.D. equivalent.
- Must be a citizen of the United States.
- Must be willing to submit to and pass a criminal background investigation.
- Must pass drug test.
- Clear verbal and written communication skills.
- Strong listening, typing, multitasking, and decision-making abilities.
- Must be willing to work variable shifts, including days, evenings, nights, weekends, and holidays.
- Previous dispatch, call-center, emergency-services, or customer-service experience is preferred but not required.

Key Responsibilities:

- Answer 911 and non-emergency calls with professionalism and empathy.
- Quickly determine the nature, location, and urgency of each incident.
- Dispatch police, fire, and emergency medical personnel.
- Provide approved pre-arrival instructions to callers.
- Monitor radio communications and maintain accurate incident records.
- Remain calm and make sound decisions in fast-paced, high-stress situations.
- Protect confidential and sensitive information.

The Carroll County Sheriff's Office offers:

- Tennessee Consolidated Retirement System (TCRS).
- Vacation, Sick, and holiday pay.
- Competitive pay.
- Bi-weekly pay by direct deposit.
- A supportive, team-focused work environment.
- A meaningful career serving the community and helping save lives.

The Carroll County Sheriff's Office is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation, or any other legal protected status.