

## 911 Part Time Call Taker

This is a part time position without benefits. This position is responsible for answering emergency and non-emergency calls, providing life-saving instructions, responding to general requests for assistance and information, and maintaining critical records for the administration of public safety. Major duties include but are not limited to: Operates enhanced 911 telephone system with multi-screen controls; answers emergency and non-emergency calls for service; determines location and nature of call; provides emergency instructions to callers; obtains and records vital information; Initiates CAD entries regarding calls for service, creating the foundation for reporting with emphasis on accuracy to enhance responder and public safety; Utilizes CAD to research historical incidents and notifications, providing information and increased responder safety; Answers non-emergency calls for service, responding to general requests for information or assistance from internal and external customers; Operates NCIC/GCIC databases to retrieve and disseminate information necessary to conduct Public Safety operations; Initiates NCIC/GCIC queries as necessary; relays pertinent information to responders via telephone. Requires high school diploma or equivalent. Must be 18 years of age. Must possess and maintain a valid Georgia drivers' license. All military experience must be documented on a DD214 with honorable discharge. Must be a U.S citizen. Refer to job description for full listing of job duties and requirements.