



Franklin County Department of
Animal Care and Control
4340 Tamarack Blvd.
Columbus, OH 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Part-time Radio Dispatcher **PCN:** 072024

REPORTS TO: Field Supervisor **PR:** A2

RESPONSIBILITIES: Receive telephone calls from the general public, determine the nature and priority of service request, and decide most appropriate response. Maintain communication with and dispatch service requests to Deputy Dog Wardens via two way radio. Refer service requests to outside agencies, as appropriate. Locate information to support Deputy Dog Wardens in the field and to respond to related injuries from the general public.

Maintain records of each dispatch activities and service requests. Maintain daily radio log of dispatched calls. Maintain trap log. Prepare and report monthly service request totals. Monitor office supply inventory, order and re-stock. Notarize complaints from the general public to facilitate appropriate legal filing with Clerk of Courts.

MINIMUM QUALIFICATIONS: High school diploma or GED with six (6) months previous dispatch experience or any equivalent combination of training and experience.

STARTING SALARY: \$13.69 per hour, plus a comprehensive benefits package
120 day probation period

DATE POSTED: Thursday, November 2, 2017

DEADLINE TO APPLY: Wednesday, November 15, 2017

If interested and to apply on-line, please go to:

<http://hr-boc.franklincountyohio.gov/job-openings/current-jobs.cfm>

-EOE-

Assist in the support of ordinances governing animal control including the care and treatment, impounding, quarantine, licensing vaccination, and regulation of a variety of animals.