



We're Hiring!

PUBLIC SAFETY TELECOMMUNICATOR 911 DISPATCHER ENTRY

Hood River County Employment Opportunity
Sheriff's Office

April 2026

Public Safety Telecommunicator (911 Dispatcher) - Entry

Are you a multi-tasker who is calm under pressure?

We're looking for a dedicated entry-level **PUBLIC SAFETY TELECOMMUNICATOR (911 DISPATCHER)** to play a vital role on the front lines of emergency response. In this multi-faceted position, you'll be the critical first point of contact for people in urgent situations—quickly gathering information, providing reassurance, and coordinating with police, fire, and medical teams to ensure help arrives as quickly as possible. The ideal candidate is an excellent communicator, a strong multitasker, and someone who can stay focused and compassionate during high-stress moments. If you're driven by purpose, committed to public safety, and ready to make a real difference every day, this is a career where your voice can save lives.

MUST BE AVAILABLE FOR A FULL-TIME SCHEDULE ANY DAY OF THE WEEK DURING THE TRAINING PERIOD.

About Hood River County Sheriff's Office:

The mission of the Hood River County Sheriff's Office is to consistently earn the public's trust by providing the highest quality public safety services with the resources provided to us. We enhance safety, security and livability by serving and protecting our citizens. Through education, leadership and partnerships, we promote individual responsibility and community commitment. We strive to make a difference every day and to be the "Go to Agency" in Hood River County that meets and solves the challenges of creating a safer environment and improving our quality of life. The Sheriff Office responsibilities cover the entire spectrum of public safety — 911, parole and probation, emergency management, law enforcement patrol and investigations, search and rescue, service of legal process of the courts, prisoner transport, court security, off highway vehicle enforcement, marine patrol, forest patrol, the operation of the NORCOR regional jail, and animal control.

Minimum Qualifications:

- Must be available to work a full-time schedule any day of the week during the training period.
- Have a High School Diploma (or GED).
- At least 2 years experience in customer service-related employment preferred.
- Have a valid driver license.
- Be able to type 45 WPM.
- Be able to use telephone, computer, and radio while simultaneously prioritizing information.
- Be able to pass a medical examination within the acceptable limits established for telecommunicators in conjunction with DPSST F-2T standards.
- Be able to maintain current First Aid and CPR certification.
- Ability to work shifts that span a 24-hour period (ie: day, swing, and graveyard shifts) – any hours, any day of the week.

Essential Functions:

- Monitors telephones and radio in the dispatch center, answers all incoming calls and ascertains nature of call, gathers all necessary information to transit or relay.
- Dispatches police and other response vehicles for emergency responses; broadcasts nature, location and time of incident; contacts all required personnel and other local concerns such as the fire department in the event of an emergency situation; ensures the presence of reserve units by contacting personnel designated for call-back; relays information as required.
- Maintains log on radio and telephone communications, location of personnel and equipment; in the event of an emergency situation, maintains on-going contact with the responding personnel and keeps them informed of all incoming pertinent information; keeps track of various information such as malfunctioning traffic lights and street closures and keeps emergency personnel informed.

We offer a chance to sit with experienced staff and observe the job firsthand and ask all the questions you have about the job. We look forward to sharing with you.

Wage: Entry-level dispatchers start at \$27.09 per hour. Certified Dispatchers range from \$27.90 to \$34.31 per hour depending on experience

Certification Pay: 4% Intermediate, 8% Advanced

Longevity Pay: 2.5% on base salary beginning after the 5th year of employment; additional 2.5% increase each 5-year period thereafter.

Additional Compensation: Spanish bi-lingual fluency

Application Process:

Review and complete the full Hood River County Application. Applications can be found on the Hood River County website within the Services > Employment tab – www.hoodrivercounty.gov/employment

While this position will remain open until it is filled. We will be reviewing applications frequently. If there are any questions regarding this process, please reach out to Hood River County Human Resources.

Email: hr@hoodrivercounty.gov

Phone: 541-387-6879

In Person: 601 State Street, Hood River, OR – 3rd Floor Administration Office

HOOD RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.



HOOD RIVER COUNTY
*A small county with a big mission:
 Providing Quality of Life for All.*

FLSA Status: Nonexempt
Union: HRCLEA
Work Comp Code: 8810
EEOC:
Job Group:
Salary Range: \$27.90 to \$34.31 per hour

JOB TITLE	Public Safety Telecommunicator (911 Dispatcher)
REPORTS TO	Public Safety Telecommunications Supervisory Team

Job Summary

The Public Safety Telecommunicator answers 9-1-1 and non-emergency telephone lines in addition to providing emergency dispatch services. The 911 Dispatcher operates complex communication systems to include a two-way radio system, multi-line telephone system and computer aided dispatch (CAD).

Responsibilities – Essential Capabilities

- Operates telephone and computer equipment in receiving and processing incoming 9-1-1 and non-emergency calls for police, fire and emergency medical services and other public requests for assistance.
- Provides pre-arrival instructions to callers awaiting the arrival of responding emergency units.
- Dispatch public safety resources and monitors status of public safety field units.
- Accurately documents information on units' activities and requests.

Skills

- Ability to use telephone, computer and radio while simultaneously prioritizing the requests and tasks
- Studies and maintains familiarity of local geography, including streets, communities and landmarks of Hood River County and surrounding areas
- Receives and relays information from other public and private organizations, notifies and activates other service agencies
- Maintains a positive customer service attitude with citizens, users, co-workers and management
- Ability to learn new techniques, learn to operate new equipment and software programs and to adapt to quickly changing work requirements in a high intensity work environment
- Adherence to agency and State of Oregon policy and procedures which include a focus on confidentiality, ethics and professional standards.
- Regular and consistent attendance. Ability to work shifts that span a 24-hour period (ie: day, swing, and graveyard shifts) including weekends and holidays. Must be able to work unscheduled and / or mandatory overtime as required.

Knowledge

- No Criminal History
- Valid Driver's License
- Education - High school graduate or equivalent
- Type 45 WPM
- Experience – A minimum of 2 years customer service-related employment
- Must be able to pass a medical examination within the acceptable limits established for Telecommunicators in conjunction with DPSST F-2T standards. Maintain current First Aid & CPR cards.

Effort (Discretion)

Works under the general supervision of the Public Safety Telecommunications Supervisors and 911 Commander

Working Conditions

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, and lift and/or move up to 10 lbs.



Hood River County

APPLICATION FOR EMPLOYMENT



Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. *Application must be completed in full even if attaching a resume.* It is acceptable to complete application with a computer or in blue pen.

Please return to: Human Resources, 601 State Street, Hood River OR 97031
Office:541-387-6879 fax:541-387-6868 email: hr@hoodrivercounty.gov

Position Applied for _____ Date of Application _____

PLEASE PRINT USING BALLPOINT PEN

FULL NAME	FIRST	MIDDLE	LAST	E-mail
PRESENT ADDRESS	STREET	CITY	STATE	ZIP
PHONE NUMBER	HOME PHONE	WORK PHONE	MESSAGE	HOW LONG
PREVIOUS ADDRESS	STREET	CITY	STATE	ZIP

Are you over the age of 18? YES NO

Are you legally authorized to work in the United States? YES NO

Have you ever worked for Hood River County before? YES NO

If yes, what department? _____ Approximate date: MO/YR _____

Type	Name of School	Location (City, State)	Area of Concentration	Mark Last Year Completed				Did you Graduate		Diploma, Degree or Certificate Received
				1	2	3	4	Y	N	
High School										
College										
Other Education										
Other Education										

SPECIAL SCHOOL OR TRAINING

TYPING WPM

Did you serve in the US Armed Services? Y__ N__ Branch of Service: _____

If you served in the military you may be eligible for preference in employment:

- * Attach required documentation to your online application; or
- * Email required documentation to Human Resources; or
- * Mail required documentation to Human Resources at the address listed on the job announcement.

If yes, briefly describe duties and skills acquired in the service (Include dates):

Computer programs used:

Foreign Language:

How Used:
Speak __ Read __ Write __

Within your field are you currently: Registered __ Licensed __ Certified __

Or eligible for: Registration __ Licensure __ Certification __

If yes, type? _____ State __ National __ No. _____ Date Expires: __/__/____ No Exp: ____

Have you ever been: convicted of; found guilty of; entered a plea of guilt to; entered a plea of no contest to; or adjudicated as a juvenile for an offense punishable as a crime (includes felonies, misdemeanors and violations) in ANY local, state, federal military or tribal jurisdiction in Oregon or any other jurisdiction? Yes No

Personal

Education and Certifications

PLEASE CHECK SCHEDULE AVAILABILITY:

I am available to work FULL-TIME (40 hours) I am available to work PART-TIME. Date available to work: ____

AVAILABILITY

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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EMPLOYMENT EXPERIENCE

PRESENT AND FORMER EMPLOYERS	DATES EMPLOY	POSITION AND DUTIES
NAME _____	FROM	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

NAME _____	FROM	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

NAME _____	FROM	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

NAME _____	FROM	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

LIST PERIODS OF UNEMPLOYMENT OF MORE THAN 30 DAYS AND EXPLAIN:

APPLICANT STATEMENT

I understand and agree, unless otherwise covered by a collective bargaining agreement, that my employment will be and may be terminated by me or Hood River County at any time for any cause or no cause. I understand and agree that, except as provided above, all benefits, programs, rules and policies of Hood River County are subject to exceptions or change at any time as decided by Hood River County.

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false, misleading answer or statement will be sufficient grounds for immediate dismissal at any time. Hood River County is hereby authorized to contact my present and past employers and references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills and performance. I hereby release the County as well as those contacted by the County from any liability or damage which may result from furnishing the information requested. The County may make copies of this authorization available to those contacted.

This company is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law. Please let us know if you need accommodations, I understand that the County requires the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to either or both of said tests, at the County's discretion. In accordance with the 1986 Immigration Reform Act, proof of eligibility to work in the United States is required upon employment

Applicant's signature is required to process application. Signature _____ Date ____/____/____

NOTE: Applications and/or résumés cannot be returned. Hood River County cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered.

Matthew T. English

Sheriff

Brian Rockett

Undersheriff

Jamie Hepner

Parole and Probation Commander



Erica Stolhand

911 Commander

Terry L. Bright

Chief Civil Deputy

Katie Haskins

Executive Assistant

REFERENCE RELEASE

As part of the application process, it is necessary for the Hood River County Sheriff's Department to conduct a thorough background investigation. This background will be used to help determine my suitability and fitness for employment and predictability for my success in the job. The information gathered prior to my employment is considered confidential and will not be used to evaluate my performance after my date of hire or to evaluate my eligibility for promotion. I agree that documents and records of information gathered as part of the background investigation concerning me shall remain confidential. I waive any and all rights I may now or may hereafter have to acquire or review this information. I understand that Hood River County Sheriff's Department may promise confidentiality of background reference information to those from whom they seek this information, and I agree that I will not attempt to obtain such documentation or information. I understand that I make this agreement as a condition of further consideration for employment and agree that it should be binding upon me whether I am hired or whether my application for employment is rejected. I understand the authority for collection of information must be signed by me, giving Hood River County Sheriff's Department and/ or their agent permission to conduct a thorough background investigation. This voluntary release allows Hood River County Sheriff's Department and/or their agent to contact agencies for release of information and accurate documentation concerning my past personal history, past employment history, financial, medical and including a criminal history check.

AGREEMENT

I certify that all answers and information submitted by me are true and complete to the best of my knowledge. I authorize you to make such investigation and inquiries of my personal, employment, educational, military, financial, medical, criminal histories and other related matters as maybe necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liability in responding to inquires in connection with my application.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Notice: A photocopy or fax of this release may be accepted as an original.

Applicant Signature Date

Applicant Full Name (Please Print – Last – First – Middle)

Other Names Used

Residence Address (Street – City – State – Zip)

Mailing Address (If Different)

Date of Birth Social Security Number Driver License Number/State

**HOOD RIVER COUNTY 911 COMMUNICATIONS DISTRICT
DISPATCHER**

ADDENDUM TO APPLICATION

The effectiveness of Hood River County 9-1-1 Communications District hinges on the quality of the people we employ. Emergency communications work requires dedication and professionalism in those individuals who are employed in this career field. Mistakes in judgment or hiring could cause irreparable harm to the citizens of Hood River County and to the law enforcement, fire, and medical personnel we dispatch.

Experience has shown that many applicants for Dispatcher consider only the positive aspects of the job while ignoring some of its less attractive features. Early resignations, which result from lack of accurate job knowledge, contribute to a much higher than desirable attrition rate among Dispatchers.

There are many satisfying, rewarding aspects to the position; there is no question that Dispatchers make significant contributions to the welfare and safety of their fellow citizens. However, it is important that all applicants carefully consider both the negative and positive features of the work before deciding to test for the position.

Applicants are often unaware of some of the job features listed below. You must be willing to comply with all of the conditions listed below to be considered for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Place a check on the appropriate line to indicate your response to each of the following statements.

ARE YOU WILLING TO COMPLY WITH THE FOLLOWING:

WORKING ENVIRONMENT -

ARE YOU ABLE AND/OR WILLING TO:

YES ___ NO ___

1. Work a full-time schedule, 40-hours/week, any day of the week.

YES ___ NO ___

2. Sit for long periods of time.

YES ___ NO ___

3. Wear a headset with an earpiece that fits inside your ear or a headset that covers one or both ears.

YES ___ NO ___

4. Work in close quarters in a confined area in a room with varied fluorescent lighting & climate control.

YES ___ NO ___

5. Be unable to smoke in the dispatch center at any time.

YES ___ NO ___

6. Work closely with other dispatchers, law enforcement officers, fire and emergency medical personnel, and deal professionally with their various personalities and attitudes.

YES ___ NO ___

7. Accept that you will not be permitted to leave the dispatch area during your shift, except in an emergency or by special arrangement with the supervisor.

WORK SCHEDULE -

ARE YOU ABLE AND/OR WILLING TO:

- YES ___ NO ___ 23. Be on time for work with regular and consistent attendance.
- YES ___ NO ___ 24. Be required to work shift-work which has been deemed advantageous to the Hood River County 911 Communications Center to include: days, swing, grave and on a rotation basis.
- YES ___ NO ___ 25. Be required to work Saturday and/or Sunday depending on the assigned shift and must be willing to rotate days off if deemed advantageous to the Hood River County 911 Communications Center.
- YES ___ NO ___ 26. Have to work Thanksgiving, Christmas, New Year's, and/or all holidays depending on the assigned shift.
- YES ___ NO ___ 27. Work overtime, on short notice, and on regularly scheduled days off as deemed advantageous to the Hood River County 911 Communications Center.
- YES ___ NO ___ 28. Be required to attend training and/or meetings in addition to your regular work schedule. Also attend a 2-3 week Telecommunicator Academy held near Salem, Oregon and reside on campus during the week days.
- YES ___ NO ___ 29. Have limited input as to which days you work and which days you have off.
- YES ___ NO ___ 30. During on-the-job training, have to work the same shift, days, and hours as your trainer.
- YES ___ NO ___ 31. Possibly have to change shifts, days off, or cancel holiday plans with little notice.
- YES ___ NO ___ 32. Understands that the scheduling requirements of the position take priority over controllable personal commitments.
- YES ___ NO ___ 33. Forego normal breaks due to the activity going on in the center.
- YES ___ NO ___ 34. Report to work in any weather conditions.

CALL TYPES -

ARE YOU ABLE AND/OR WILLING TO:

- YES ___ NO ___ 35. Deal courteously with callers who scream at you.

YES ___ NO ___

36. Handle telephone calls during which the caller uses obscene language and verbally abuses you.

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Addendum to Application

YES ___ NO ___

37. Respond professionally to drunk, irrational, frightened, confused, irate, panicky, ill, or argumentative people.

YES ___ NO ___

38. Answer and respond to telephone calls involving violent crimes or medical emergencies in progress.

YES ___ NO ___

39. Answer and respond to telephone calls in which the caller is almost impossible to understand.

YES ___ NO ___

40. Have tolerance for people who may be different from you.

YES ___ NO ___

41. Be diplomatic and tactful when dealing with others.

YES ___ NO ___

42. Accept the responsibility of making a decision that could affect the lives of others, knowing that a mistake in judgment could cause irreparable harm.

YES ___ NO ___

43. Have to make quick decisions in which life, safety, and property are at stake.

YES ___ NO ___

44. Deal with a public that does not always understand or appreciate what you do.

YES ___ NO ___

45. During a medical emergency, remain on the telephone and provide the caller with medical instructions and information until the medical unit arrives.

YES ___ NO ___

46. During a police emergency, remain on the telephone and provide the caller with instructions and information until the police arrive.

YES ___ NO ___

47. Listen to a caller being attacked or otherwise victimized.

My signature below indicates that I have read and carefully considered each statement on the checklist and that my responses are true.

Signature: _____

Date: _____