



Dispatcher and Civil Clerk Opening

Status: Full-Time (40 hours/week)

Location: Rock Rapids, IA

Pay Rate: Hourly, \$23.17 base, negotiable based on experience

Schedule: Variable including evenings and weekends

Benefits: Full-time employment comes with access to affordable health, dental, & vision insurance, IPERS contributions, and additional voluntary benefit opportunities.

Are you someone who keeps your cool in high-stress situations? Are you interested in working for a well-regarded organization, focused on the safety and betterment of the Lyon County community? Then this position may be for you! The Lyon County Sheriff's Office is looking to hire an organized, forward-thinking, and motivated individual to join team.

Position Summary: This position is a dual-role position with the team member serving as a Dispatcher and Civil Clerk.

As a Dispatcher, this position performs essential duties relating to emergency and non-emergency situations. This position is responsible for dispatching law enforcement, fire and rescue mobile units, and other personnel in response to developing situations via telephone, radio, and computer systems. This particular position will serve as a rover Dispatcher filling open shifts or providing additional help during anticipated busy times.

In addition, as the Civil Clerk, this team member will assist our Civil Deputy with the various aspects of civil processing including but not limited to preparing packets for service, filing proof of service, preparing deposits, submitting applications for weapons permits, and creating and mailing invoices.

Essential Functions:

- Ability to be a part of a team
- Possess excellent written and verbal communication skills
- Possess excellent interpersonal and multi-tasking skills
- Work independently of direct supervision
- Remain calm and level-headed under stressful conditions
- Possess strong problem-solving skills

Assets (Helpful but not required):

- At least 2 years of college in a related field (i.e. Communications, Criminal Justice, etc.)
- Experience in telecommunication

Conditions of Employment:

- Must be eligible to work in the United States
- Ability to maintain a valid driver's license
- Pass a background and drug test

Applications can be downloaded at https://lyoncounty.iowa.gov/sheriff/job_openings/. Applications will be accepted until the position is filled.