

# City of Sumter



## **VACANT POSITION**

911 Specialist

Sumter Police Department

**Position Description:** Under general supervision, responsible for performing specialized Police/Sheriff related emergencies to include Medical and Fire. Answers E-911 emergency telephone lines for all City and County Law Enforcement, EMS and Fire, to include non-emergency administrative lines, Crime Stoppers, and City Public Works; obtains information from complainants; disseminates to appropriate public safety agencies. Operates and utilizes various computer systems, radios and telephones. Must have the ability to multi-tasks several things at one time to include giving and receiving first responder information to include basic medical instructions over the telephone.

**Requirements:** Must be able to work 12 hour day/night shift, weekends and holidays.

**Qualifications:** High School Diploma and five to eleven months or related experience; or any equivalent combination of training and experience. Law enforcement, CAD experience and good computer skills preferred. Must have or be able to successfully complete SLED NCIC Training and certification, SC Criminal Justice Basic 911 Training and certification and Emergency Medical Dispatch certification.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov)  
to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150