

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Emergency Communications Specialist I**  
**Department of Public Safety**

An Equal Opportunity Employer

**Emergency Communications Specialist I – Department of Public Safety**

\$45,116 annually (\$21.69 hourly, Grade C09), 40 hours per week, non-exempt position

Work hours rotate between day (7am-7pm) and night (7pm-7am) including holidays, nights, and weekends

**Apply by 5:00 pm on Monday, January 30, 2023**

The Department of Public Safety – Emergency Communications Center is seeking motivated, customer service-oriented professionals to join our team of 9-1-1 Specialists.

This is an entry level position. As an Emergency Communications Specialist, you will be responsible for receiving 9-1-1 and administrative calls using industry standard protocol systems. Also dispatching the appropriate Fire/EMS/Law Enforcement/Government agency utilizing computer aided dispatch systems and manual dispatch procedures in accordance with agency policies and procedures. Requires availability for emergency callback / hold-over and working with others in a confined area for long periods of time without leaving the facility.

The ideal candidate for this opportunity would have prior experience as a 9-1-1 specialist or other Public Safety related field, be able to read and interpret maps, and have adequate knowledge of the geography of Carroll County.

Click [here](#) for the full job description

**Qualifications:**

1. High school diploma or GED
2. One-year experience related to emergency services communications preferred\*
3. Requires ability to achieve a passing score on an industry standard pre-employment screening test
4. CPR certification (or must obtain within 6 months of employment)
5. Emergency Telecommunicator Certification (or must obtain within 1 year of employment)
6. Emergency (Medical/Fire/Police) Dispatch Certification (or must obtain within 1 year of employment)
7. Valid driver's license
8. Federal and State criminal history record check for CJIS certification
9. CJIS certification (or must obtain within 1 year of employment)
10. Requires criminal background check as condition of employment

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: [careers@carrollcountymd.gov](mailto:careers@carrollcountymd.gov)
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.