



Sumner County
Emergency Communications

Information Guide

CAREERS AT SCEC



Sumner County Emergency Communications
501 North Washington Ave
Wellington, KS 67152

Typical Duties & Responsibilities

- ✓ Works at a multi-computer, multi-keyboard, multi-monitor work station.
- ✓ Receives and processes emergency and non-emergency calls for help from the public
- ✓ Communicates with a wide variety of callers to obtain critical information quickly and efficiently
- ✓ Provides instructions to keep the caller safe until help arrives
- ✓ Provides medical care instructions to render aid to the sick and injured until EMS arrives
- ✓ Dispatches law enforcement, fire, emergency medical services, and emergency management to the incident scene.
- ✓ Coordinates the response of emergency personnel.
- ✓ Relays scene hazards that helps to keep responders safe upon arrival.
- ✓ Sends additional resources as needed at the incident scene.
- ✓ Enters and documents information into a Computer Aided Dispatch (CAD) System.
- ✓ Processes traffic stops for law enforcement; checks the status of driver's license, license plates, and the presence of wants and warrants.
- ✓ Confirms arrest warrants.
- ✓ Enters data into the National Crime Information System database.
- ✓ Monitors the Criminal Justice Information System Network for incoming alerts and bulletins.
- ✓ Monitors the National Alert Warning System.
- ✓ Other



Minimum Requirements

Public Safety Dispatching is ***public safety oriented!***

- Candidates must be 18 years of age.
- Must have a high school diploma or GED equivalent.
- Criminal history free of felony/serious misdemeanor convictions.
- Dispatchers are required to work any and all shifts. Shift assignment is based on seniority and the needs of the Department.
- Dispatchers are required to work weekends and holidays.
- Dispatchers are required to work overtime to fill shift vacancies due to sick leave and/or vacation.



- ✓ **No college degree required**
- ✓ **Good Pay**
- ✓ **Good Benefits**
- ✓ **Retirement Plan**
- ✓ **Job Stability**
- ✓ **Make a Difference**
- ✓ **Save Lives**

About the Department

Every day, our citizens are faced with emergencies that threaten their lives and property. Crimes in progress, fires, medical and traumatic emergencies, and natural and man-made disasters are just a few examples of events that our citizens are threatened by.

The vital and most critical link between the public and the law enforcement, fire, emergency medical service, and emergency management agencies that serve them is **emergency 911 communications**.

- **Established in 1995**
- **Processes over 56,000 emergency & administrative phone calls annually**
- **Independent consolidated dispatch center not associated with any police, fire, or EMS agency**
- **A County Government Department under the leadership of the Board of County Commissioners and an appointed 911 Director.**

Our Mission: *"To provide prompt and courteous service proficiently to the citizens of Sumner County and our public safety partners".*

Training

Training is scheduled for six months, and the training program exceeds the requirements of the **State of Kansas Minimum Dispatch Training Standards**. For more information, visit

www.sumnercounty911.org.

Pay and Benefits

- ✓ **Paid Sick Leave** – Members earn 12 days of paid sick leave each year and can accumulate up to 400 hours (sick leave cannot be used within the first six months of employment).
- ✓ **Paid Vacation** – Members earn 12 days of paid vacation each year and can accumulate up to 18 days. Hours earned as well as accumulation limits increase with years of service. An employee with 16 or more years of service earns over 21 days of paid vacation each year and can accumulate up to 27 days (vacation cannot be used within the first six months of employment).
- ✓ **Paid Holidays** – Members receive pay for 10 observed holidays each year. If the holiday falls on a member's regularly scheduled day off, eight hours of regular pay is added to their paycheck; if a member is scheduled to work the holiday, they receive 1½ times their hourly wage in addition to their regular pay.
- ✓ **Retirement Plan** – Members participate in the Kansas Public Employees Retirement System (KPERs).
- ✓ **Health Insurance** – The County offers very affordable health insurance that includes medical, dental, vision, and prescription drug benefits.
- ✓ **Life Insurance** – Life insurance is provided through the KPERs system with options to purchase additional insurance.
- ✓ **Deferred Compensation Programs.**

Continued ►

■ Pay and Benefits (Cont)

- ✓ **Additional Optional Insurance** (life, cancer, accident, identity theft, pre-paid legal, etc.)
- ✓ **Direct Deposit** into checking and/or saving accounts.

STARTING PAY – DISPATCH TRAINEE

\$13.17/hr

UPON COMPLETION OF TRAINING

\$14.52/hr

■ How to Apply

Paper applications can be completed and submitted to the

Sumner County Clerk's Office

Sumner County Courthouse, 501 North Washington Ave., Wellington, Kansas 67152

Electronic applications can be completed on-line at Kansas HRE Partners at <https://www.hrepartners.com>.

When a vacancy occurs, applications are reviewed to ensure candidates meet the minimum requirements. Qualified individuals are scheduled to take the Critical test (<http://critical911.com/>) and must pass with a minimum score of 75%.

Those who successfully complete the test are invited to an interview. If selected, candidates are given a "Conditional Offer of Employment" pending the results of a pre-employment drug screen.

■ More Information

For More Information

Visit our website at
www.sumnercounty911.org



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Sumner County Courthouse, 911 Offices
501 North Washington
Wellington, KS 67152
620-326-3398

FOR EMERGENCIES: DIAL 9-1-1

***Want to get paid to
learn a new career?
We can help.***