



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

(518) 885-2225

SCOT CHAMBERLAIN
Director of Human Resources

CAREER OPPORTUNITY

**DESK OFFICER (6)
SARATOGA COUNTY SHERIFF'S OFFICE**

SALARY: \$47,680 ** Plus Excellent Benefits **

Employees in this class are responsible for staffing the telecommunications console within the Sheriff's Department on an assigned shift in receiving, monitoring, dispatching and coordinating call for emergency services; including but not limited to relaying information to Law Enforcement, fire, EMS and other emergency management organizations. This is a key position directly related to the life and safety of the public and the emergency service agencies served. Desk Officers are required to maintain communications with field units while monitoring numerous telephone liners, alarm systems, and radio frequencies simultaneously and must exercise sound independent judgement in prioritizing calls and dispatching appropriate emergency services to situations, which may involve danger to life and/or damage to property as quickly as possible. Incumbents must be able to function calmly in emergencies, take appropriate action in an efficient manner, and maintain accurate records of all calls and actions taken. The work is performed under the general supervision of the Desk Sergeant in accordance with established department policies, rules, and regulations. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SUBMIT APPLICATIONS TO:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): 11/30/22

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. Applications must be received in our office by 4:30 PM on date indicated.** Postmarks *will not* be accepted for this position. **No Fax Submissions**

***** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date. *****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.