

The **Knox County Sheriff's Office** has a full-time position open for a **Public Safety Dispatcher/Jailer** in Center, Nebraska. Starting wage is **\$20.92** / hour with a \$1.50 increase upon completion of all mandatory training (dispatch within 6 months; jailing within 12). Experienced dispatchers applying who have already completed all current mandatory training requirements and standards, and can produce supporting documentation, will start at **\$22.42** / hour.

Must be **19 years of age** or older with a minimum of a high school diploma or GED equivalent, pass a background check and have no felony convictions.

Will be responsible for receiving, coordinating, and dissemination of police, fire, ambulance and other emergency and non-emergency calls. In addition, will be responsible for jail oversight including safety and security of, as well as processing and handling of inmates. Conducts daily processing of reports and records, provides public and general assistance, as well as other related duties as required. May be assigned to work various schedules which include day shift, swing shift, night shift, weekends, holidays, and overtime during 8-hour, 10-hour (or longer) periods and may have to travel as necessary for initial mandatory training requirements.

The ideal candidate should possess strong oral and written communication skills, computer literacy, telephone etiquette, customer service skills, adaptability, reliability, punctuality, and ability to be a professional and a team player.

Benefits include health (fully paid premium on individual & family health), dental, vision, and life insurances, retirement plan with a 150% county match, paid time off, uniform allowance, and many other perks and supplemental options.

For questions, submitting a resume or requesting an application:

**Sheriff Don Henery**

206 Main St

PO Box 142

Center, NE 68724

**402-288-4261** or [don.henery@knoxcountyne.gov](mailto:don.henery@knoxcountyne.gov)