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*Randolph County 911 Communications Center  
155 E. South Street, Winchester, Indiana 47394*

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### **Now Hiring: Public Safety Telecommunicators**

Randolph County 9-1-1 Emergency Communications Center is seeking motivated individuals to join our team as full-time Public Safety Telecommunicators. If you're looking for a career where you can make a real difference, we'd love to hear from you!

### **Company Description**

Dispatching police, fire, and EMS, Randolph E-911 is the centralized emergency services dispatch center for Randolph County, Indiana. Our center provides essential dispatch services to coordinate emergency responses quickly and effectively. We are dedicated to ensuring the safety and well-being of our community through prompt and accurate emergency communication services.

### **Job Responsibilities:**

- Handles and manages 911 and non-emergency calls.
- Provides emergency pre-arrival and/or post-dispatch instructions, including CPR.
- Determines jurisdiction when dispatching departments.
- Maintains communication with Law Enforcement, EMS, and Fire Personnel via radio.
- Prepares and files records.
- Performs data entry.
- Operates computer equipment.
- Receives and shares information with other agencies.
- Maintains necessary certifications and licenses.
- Monitors and manages the Sheriff's Department door system.
- Transfers calls to the correct party.

### **Minimum Qualifications:**

- Must be at least 18 years old.
- Valid Driver's License
- Working phone
- Clean record (felony convictions will disqualify, and some misdemeanor convictions and driving history may also disqualify).
- Ability to multi-task effectively
- Excellent written and verbal communication skills.
- Advanced critical thinking, computer, and technical skills.
- High school diploma or equivalent

### **Preferred Qualifications:**

Course work and/or experience as a police, fire, or EMS dispatcher; or work experience demonstrating a basic knowledge of emergency dispatching. The ability to type 30WPM.

### **Salary and Benefits:**

The starting salary for a public safety telecommunicator in 2025 is \$43,222.40 annually, with opportunities for overtime pay (exact schedule and hours are to be determined and may change based on need), along with a comprehensive benefits package outlined below.

- Full-time positions available
- Life & Long-Term Disability Insurance
- Medical, Dental & Vision Insurance



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- Public Retirement Fund (PERF) for your future
- No experience necessary! We'll train you for success.
- Fast-paced, team-oriented environment
- Dispatch police, fire, and EMS agencies across Randolph County 12-hour shifts (Every other weekend off).
- 24-hour dispatch center
- Employee Assistance Program
- PTO that starts building when you start working
- Vacation time

Professional Development is available and encouraged!

**Application Process:**

Selected finalists must undergo a pre-employment background investigation, which will include a thorough criminal records check and a pre-employment drug screening. Additional details about each phase of the recruitment process will be shared with applicants.

**The process may include the following:**

Application submission, background check, preliminary interview, and an interview with the board.

The position will stay open until it is filled. Applications are available in person or online. The County's official employment application must be submitted. We encourage individuals of all backgrounds, experiences, and perspectives to apply because we believe diversity strengthens our organization and community.

**Apply Today:** <https://www.in.gov/counties/randolph/departments/911-emergency-communicationscenter/>

Pick up applications at:

- Randolph County Courthouse, 100 S. Main Street, Winchester, Indiana, 47394, at the Auditor's Office (8 AM to 4 PM, Monday through Friday).
- Randolph County Sheriff's Department, 155 E. South Street, Winchester, Indiana, 47394, at the reception desk window (8 AM to 5 PM, Monday through Friday).
- Request an application via email from [ccshaneyfelt@randolph.in.gov](mailto:ccshaneyfelt@randolph.in.gov).

Email completed applications to [ccshaneyfelt@randolph.in.gov](mailto:ccshaneyfelt@randolph.in.gov).

**Lateral Entry Candidates are encouraged to apply.**

**Equal Opportunity Employer**

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