



Employment Opportunities

[Loudoun County Employment Application](#)

[Loudoun County Employee Benefits](#)

Call Taker

Recruitment Number: **07-248**

Department: Sheriffs Department

Reg/Temp: Regular

Work Location: Leesburg, VA

Full/Part-Time: Full-time

Hiring Range: \$29,627 - \$39,997 annually

Eligible For: Full Benefits

Maximum Sal: \$50,366 annually

Closing Date: Open Until Filled

Hours Per Week: 42

Schedule: Vary

Special Note:

Job Description:

Multiple positions are available with the Emergency Communications Center. Positions may include rotating shift work and on-call for emergencies. Duties include receiving calls for service from the public and promptly determining the urgency of the call. Must have the ability to maintain effective communications with the public under stress and the ability to analyze and respond to a wide variety of situations. Accurately enter information and calls for service into the CAD computer.

Qualifications:

Any combination of education and experience equivalent to a High School Diploma or GED and at least 2 years direct public contact experience. U.S. Citizen or 10 year resident of the United States.

Special Requirements:

Successfully complete the Basic Dispatcher School and be VCIN/NCIC certified within one year of employment. Selection process includes a background interview and the successful demonstration of various telecommunication skills associated with dispatching and call taking through the use of various simulated call taking and dispatching duties.

Post Conditional Offer Contingencies:

Polygraph test, psychological examination, drug screening, and complete background investigation.