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**Date: 10/17/17****NEWS RELEASE****NR# 17-72**

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**We're hiring!**

**Seminole County Sheriff's Office to hold informational meetings  
for the positions of Communications Specialist and Part-Time Communications Assistant**

Seminole Co. Fla., (Oct. 17, 2017)-The Seminole County Sheriff's Office will hold informational meetings next week, designed to draw qualified applicants for the positions of Communications Specialist (dispatcher) and Part-Time Communications Assistant (9-1-1 call taker).

**The informational meetings will be held on Tuesday, October 24<sup>th</sup>, and Thursday, October 26<sup>th</sup>, from 6 – 7 p.m. at 100 Eslinger Way in Sanford.**

The position of Communications Specialist is responsible for emergency and non-emergency police dispatching services to include receiving and processing telephone complaints, operating teletype systems, and dispatching law enforcement officers to calls for service. The hourly rate is \$13.79 per hour with opportunities for pay increases after successfully completing the training program.

The position of Part-Time Communications Assistant is responsible for answering and processing 9-1-1 calls, and incoming non-emergency calls for service using a computer-aided dispatch system. The hourly rate is \$12.53. Part-Time Communications Assistant typically work between 20-30 hours per week.

**Minimum qualifications for applicants are:**

- Must have a High School Diploma or GED
- Knowledge of Seminole County geography and transportation system helpful
- Must be willing to work day or night shifts, weekends, and holidays
- Must be able to speak clearly and distinctly
- Must be able to type 35 correct words per minute and successfully pass a typing test

Members of the community are invited to attend one of the two informational meetings to learn more about the positions and to participate in a Q & A session with communications and human resource personnel. The meetings will also offer a short tour of our Communications Center, as well as an opportunity for participants to hear real-life 9-1-1-calls.

The informational meetings are open to all members of the public. Professional attire is suggested. Please R.S.V.P. to Roberta Morales at [rmorales@seminolesheriff.org](mailto:rmorales@seminolesheriff.org). More details about the positions can be found at [here](#).

**For more information contact:**

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