



Boundary County
PO Box 419
Bonners Ferry, ID 83805
Phone: 208-267-2242
Fax: 208-267-7814

date
amended

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POSTING DATE-COUNTY 2/24/26
POSTING DATE-PUBLIC 2/24/26
CLOSING DATE: 3/13/26

NOTICE OF POSITION VACANCY

JOB TITLE: Emergency Communication Specialist

DEPARTMENT: Sheriff

JOB CODE # SH01

GRADE 12

Immediate Supervisor

Dispatch Supervisor

Overall Supervisor

Sheriff

POSITION TYPE: FULLTIME

STARTING WAGE: \$24.81 per hour

JOB SUMMARY

Performs all duties of an Emergency Communications Officer (ECO): Answer 911 calls, text to 911, TTY, administrative calls, monitor multiple radio channels and relay accurate and pertinent information to the appropriate agency or agencies using both phone and radio. Provide information to law enforcement officers in the field regarding driver's licenses, vehicle registration, warrants and other pertinent information. Monitor status of law enforcement, fire, EMS, and other responding units at all times. Enter and remove court documents into databases including warrants, protection orders, stolen articles, vehicles, guns, and missing persons. Monitor surveillance cameras for building security and safety of Detention Deputies. Operate jail doors. ECO's may be required to assist in the jail with pat searches, clothing exchanges, and strip searches. Must have excellent written and verbal communication skills, a clear, strong voice, and the ability to remain composed and professional under extremely stressful situations. Must have above average critical thinking skills and the ability to gather information from a number of sources, render rapid decisions ensuring the most effective response, and communicate information accurately, yet concisely.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High School Diploma or equivalent required. Must have valid Idaho driver's license. Must successfully pass the County's pre-employment, and subsequent random drug testing, and stringent Sheriff's Office background and selection process. Experience in computer operation and data processing. Proficient typing ability and general office skills. Must pass ILETS / NCIC entry and inquiry tests within six months of employment, and maintain ILETS certification bi-annually. Must obtain Idaho POST certification within one year of employment.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

Authorized by Elected Official/Department Head

Verified by Personnel Director

Date

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.

Approved by Commissioner Chair

Approved by Commissioner

Approved by Commissioner