



## Emergency Communications Specialist Trainee

While other Employers might offer competitive pay, Washington County Government offers a full, comprehensive compensation package worthy of your time and talents.

Please take a look at what you can expect to earn as an **Emergency Communications Specialist Trainee** during your first year as a full-time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays plus; Three (3) Partial Paid Holidays.**
- ✓ **One Hundred and Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary:**

**Emergency Communications Specialist Trainee - 8 (1).** Projected annual pay of **\$50,385**(based on an hourly rate of \$23.07 with a projected schedule of 2184 annual hours worked, which includes schedule-based overtime).

- ✓ **24-hour work schedule available.**

If our **Emergency Communications Specialist Trainee** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	Emergency Communications Specialist – Trainee	<b>GRADE:</b>	8
<b>DEPARTMENT:</b>	Division of Emergency Services	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Operations Manager - ECC		

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**GENERAL RESPONSIBILITIES (TRAINING):**

Receives extensive training to appropriately process 911 calls, transfers calls to the appropriate law enforcement or fire/EMS dispatcher with the least possible delay. Responsible for updating incidents utilizing the computer-aided dispatch system when additional information is received from callers.

**ESSENTIAL TASKS (TRAINING):**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Receives all 911 calls for Washington County, including the City of Hagerstown.
2. Refers non-emergency requests to the correct telephone number.
3. Receives reports of fire, medical, and police emergencies and utilizes computer-aided dispatch (CAD). Processes the information and provides rapid delivery of emergency services.
4. Provides emergency medical, fire, and police pre-arrival and/or post-dispatch instructions over the telephone.
5. Records a daily log of 911 calls and utilizes CAD. Maintains records of fire, EMS, and law enforcement activity.
6. Operates various types of communications equipment and software in a calm and competent manner including computer telephony integration and criminal information database systems, protocol and mapping software, Telecommunications Device for the Deaf (TDD), etc.
7. Assists with compilation of various reports and statistical data as required or upon request.
8. Receives calls related to after-hour Public Works matters and notifies appropriate supervisors.
9. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent spelling skills.
2. Standard computer keyboard proficiency is needed to successfully adjust to the department's CAD system.
3. Ability to remain calm in an extremely stressful environment.
4. Ability to get along with and to successfully communicate with co-workers, the public and media representatives.
5. Ability to work both independently and as part of a team.
6. Ability to accurately read maps and to give directions.
7. Basic computer and data processing skills.



**EDUCATION AND EXPERIENCE:**

1. High School Diploma or equivalent.
2. Must maintain Emergency Medical, Fire & Police Dispatch certification offered by the National Academy of Emergency Dispatch.
3. Criminal records check and detailed background investigation required.
4. Subject to random drug and alcohol testing.
5. Training position only.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see (does not suffer from color blindness), read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

NOTE: Hearing tests are included in pre-employment physicals and will be given to employees in this classification on a regular basis.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. Subject to random drug and alcohol testing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 5/2018; 1/2019; 4/2021; 05/2025; 07/2025

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740

**\*\*Internal Employees\*\*** are required to use an Internal Application (including resume) when applying or use the link below:

<https://www.washco-md.net/internal-jobs/>

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Monday, December 22, 2025 @ 4:00pm**

