

**DISPATCHER**  
**Starting pay: \$12.36/hourly**

Applications must be submitted **by April 28, 2017, at 4:00 P.M.** to be eligible for the exam.

All applicants will be mailed a letter with test time and date. Applicants must score a 70 or above on the exam to be eligible for an interview.

**Department:** Police

**Immediate Supervisor:** Dispatch Shift Supervisor

This is skilled work in receiving and transmitting radio and telephone messages.

**JOB QUALIFICATIONS:**

**Education:** Any combination of training and experience equivalent to graduation from a standard senior high school.

**Experience:** Previous work experience indicating the ability to perform all required tasks.

**Scope of Work:** Employees in this class are responsible on an assigned shift for receiving varied calls for police, fire and emergency services by radio or telephone, for transmitting calls to the proper party and for dispatching proper equipment and personnel as directed. Employees work under general supervision on routine phases of the work but receive specific instructions and assistance on difficult or unusual problems. Employees operate a two-way radio, computer, and related equipment in receiving and transmitting calls.

**Knowledge and Skills:** Considerable knowledge of the geography of the city, location of streets and important buildings, and the location of police personnel and equipment. Good diction, clear voice, and skill in operating telephone and radio equipment along with receiving and transmitting calls. Proficient skill in the operation of a keyboard. Ability to think clearly and act quickly in emergency situations. Ability to understand and follow moderately complex oral and written instructions. Ability to keep simple clerical records. Basic skills in operation of computer.

**MAJOR JOB TASKS:** *(All duties listed may not be found in each position, nor does the list necessarily include all tasks which may be assigned to each position in this class.)*

1. Receives emergency calls by telephone or radio; receives all 9-1-1 emergency calls; radios police car in area of occurrence, giving location and description of situation; dispatches police, fire, city service cars and trucks and any other emergency equipment as required.
2. Maintains file of tag numbers of stolen cars; obtains and disseminates information on the registration of motor vehicles by license number furnished.
3. Maintains computer files of police related records.
4. Maintains outstanding warrant file.

**PHYSICAL REQUIREMENTS:**

1. Must be physically able to perform duties for extended periods of time if required.
2. Must be physically able to sit for extended periods of time as required.

**OTHER REQUIREMENTS:**

1. Ability to pass 80 hour APCO certification.
2. Must qualify for E-9-1-1 Board certification.
3. Position subject to random drug testing.

***Employment is contingent upon successfully passing a drug test and physical. Benefits include health, dental, and life insurances, vacation and sick leave.***