

DISPATCHER

Ends: Open Until Filled

Pay: Dependent Upon Qualifications

Job Requirements

- **High School diploma or GED or an equivalent education and experience to successfully perform duties of the job. Dispatchers must be mentally prepared to deal with emergencies and able to handle stress.**
- **Knowledge of computer operations sufficient to enter and retrieve data.**
- **Ability to read and follow oral and written instructions**
- **Keyboarding and typing speed of 30 wpm or better**
- **Effectively prioritize situations and make decisions based on the information received**
- **Ability to hear and understand multiple sound sources**
- **Able to handle multiple tasks to receive and communicate information to and from several sources, insuring calls for service are dispatched and monitored in a timely manner**
- **Work under stressful conditions and react appropriately using good judgement Available to work nights, weekends, and holidays**
- **Must be able to maintain respectful working relations with co-workers, supervisors and the public.**
- **Qualities must include:**
 - **Compassion**
 - **High moral character and integrity**
 - **Good judgement**
 - **Empathy and sensitivity**
 - **Intelligence**
 - **Good communication skills**
 - **Strong desire to help others**
 - **Effective at multi-tasking**
- **Requirements**
 - Must pass a physical exam**
 - **Must be able to obtain all required certifications within 6 months-Security & Awareness Certification, Basic Communication Certification & GCIC.**
 - **Must pass a criminal background investigation and be free of felony convictions.**
 - Physical Demands**
 - **Must be able to sit, stand, reach, occasionally lift and/or move 25 pounds.**
 - **Must be able to function in work environment with moderate noise level with constant activity.**

Dispatcher must be able to maintain contact with caller throughout emergency, dispatch to appropriate law enforcement, fire, rescue, or EMS unit & update responding personnel of change in situation. Must also attend periodic trainings as deemed necessary by supervisor.