



Position: Part Time Dispatcher

Salary: \$21.55/hourly after training

Work Days: Saturday/Sunday, Weekday fill in as needed, Holidays, All shifts 24/7

**GENERAL STATEMENT OF DUTIES:**

1. Receives routine and emergency calls by telephone and determines the appropriate action for call routing, notifications, or dispatch of emergency services.
2. Acts as radio dispatcher transmitting messages and interacting with police, fire and EMS by radio.
3. Establishes dispatch priorities based upon the nature of the request for services.
4. Enters information into Computer Aided Dispatch (CAD) system.
5. Maintains confidentiality, as required by department policy.
6. Attends training, as needed, to maintain skills and certifications.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:**

1. Computer and data entry skills
2. Ability to follow oral and written instructions
3. Clear and concise written and oral expression
4. Accuracy and attention to details
5. Ability to multitask
6. Ability to interact with and respond courteously to the public
7. Availability to work all shifts on a 24-hour basis, weekend, holidays, and weekday fill in, when necessary
8. Ability to successfully pass a background investigation, including criminal history and drug screening

**EXPERIENCE AND TRAINING:**

1. High school graduate or GED