



## EMPLOYMENT OPPORTUNITY

<b>Job Title</b>	Police Dispatcher
<b>Department</b>	Police Department
<b>Posting Date</b>	October 17, 2019
<b>Closing Date for Resumes/Applications</b>	November 17, 2019
<b>Starting Salary</b>	\$19.0381 (hourly)
<b>Benefits</b>	Medical, Dental, Life and Disability Insurance; FSA; Retirement Benefits; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits.
<b>Exempt/Non-exempt</b>	Non-exempt
<b>Status</b>	Full time

The City of Saint Charles Police Department is currently recruiting for the position of Communications Specialist – Dispatcher. The purpose of this position is to answer emergency telephone calls, provide information to callers and emergency response personnel and dispatch appropriate response personnel to the scene.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers emergency and assistance calls from general public, gathers incident information and dispatches appropriate emergency safety personnel such as police, fire departments, ambulance.
- Prioritizes calls based on urgency.
- Maintains telephone contacts with callers during dangerous situations.
- Tracks status of police and other emergency personnel regarding availability and location.
- Provides information to police regarding outstanding warrants/wanted persons, suspect/subject data, Department of Revenue driver and vehicle information from computer databases during traffic stops and complaint investigations.
- Monitors radio and computer generated traffic from other agencies.
- Informs or confirms relevant information with Officers.
- Issues emergency warnings to emergency personnel and the public.
- Relays information to other law enforcement agencies via computer and radio.
- Dispatches personnel from towing companies, public works personnel and other agencies.
- Maintains knowledge of emergency communications devices including Telecommunications Device for the Deaf, rules, procedures, ordinances and statutes, regional geography, and sources of emergency response resources and information.
- Updates computer-aided dispatch information.
- Relays dangerous weather developments to the National Weather Service. Monitors NAWAS weather services.
- Takes and relays messages to officers. Connects officers to outside telephone lines. Cleans work station/console. Answers informational calls from the public. Locates addresses and numbers for police. Maintains files for wanted persons, stolen articles/vehicles, missing persons.
- Monitors security and building control devices.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent, vocational/technical training in office automation applications preferred.
- Two years responsible experience working with the public.
- Certified Telecommunicator in Missouri or the ability to obtain certification within six (6) months of appointment.
- Must possess or be able to obtain, by the time of hire, a valid state driver's license.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **How to Apply:**

Online employment applications can be accessed on our City Website: [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)

*The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify*