

POWELL POLICE DISPATCHER

MISCELLANEOUS INFORMATION

Minimum \$16.64 per hour, more depending on experience, certification. Annual cost of living increase is dependent upon City finances.

Must be at least 18 years of age **and** a citizen of the United States

Typing/word processing minimum 30 net words per minute

Read, write, speak and understand English fluently

Must possess ability to multi-task

Must possess ability to spell correctly

Must be detail-oriented (able to pay attention to detail)

Must have a valid driver's license or the ability to obtain a valid driver's license

ALL DISPATCHERS MUST WORK VARIOUS SHIFTS, NO EXCEPTIONS. SHIFTS ROTATE MONTHLY.

Mandatory departmental probation period of twelve months.

Minimum 8 weeks training includes working all shifts throughout training.

Complete Communications Basic (includes teletype certification). Two weeks (79 hours) at Wyoming Law Enforcement Academy, Douglas, WY within one year of employment. Tuition, room, meals and travel paid by department, employee receives hourly wage while in training.

Performance evaluation at 6 months, at one year, then once per year on employment date.

Application is reviewed for completeness, accuracy, neatness, and to ensure applicant meets minimal qualifications.

Persons whose applications **do not meet** established standards will be notified.

Persons whose applications **meet** established standards will be contacted, advised of the testing date and invited to test. Applicant must confirm whether or not he/she will test.

Written test #1, 59 minutes: Measures grammar, punctuation, vocabulary, spelling, and basic filing skills. 70% pass/fail standard must be met or applicant does not proceed to the next test.

Written test #2, 2 hours 24 minutes: Measures listening skills, reasoning ability, reading comprehension, ability to use situational judgment, ability to learn and apply information.
70% pass/fail standard must be met or applicant does not proceed to the typing test.

Typing test: two 5-minute timed tests. The better of the two tests are considered for scoring and hiring purposes.

Oral Board interview with selected department members

Conditional Job Offer

Background investigation

Written psychological tests and interview with psychologist

Staff Interview with department supervisory staff

Final Job Offer

Physical/medical tests at department expense

POWELL POLICE DISPATCHER JOB DESCRIPTION

SUMMARY

The person in this position is responsible for skillful work in operating the law enforcement communications center and maintaining the police department records system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The person in this position is responsible for operating radio, telephone, and teletype; relays messages to law enforcement officers, fire, ambulance, city/county maintenance; completes all logs and records in the communications center; performs various clerical duties; maintains records systems. Answers incoming telephone and radio calls; determines nature, location, and specific information and dispatches appropriate personnel and equipment. Performs public contact work in the law enforcement center answering inquiries, providing information and taking appropriate action. An employee in this position works independently in performing regularly assigned duties. Supervision and assignments are received both orally and in writing. All work is performed in keeping with department policy, mission statement and organizational philosophy.

SUPERVISORY RESPONSIBILITIES None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE and/or EDUCATION

High school diploma or general education degree (GED).

OTHER SPECIAL REQUIREMENTS

Powell Police employees must be a citizen of the United States of America; must not have been convicted of any offense the punishment for which may be confinement in a state or federal penitentiary.

CHARACTER

The issue of character is essential to the successful performance of a police employee's job. His/her overall reputation must be beyond reproach in order that an employee must accomplish job-related tasks. The employee must demonstrate moral character with respect to sobriety, honesty, maturity, responsibility, loyalty, trustworthiness, reliability, discretion and associations.

POWELL POLICE DISPATCHER JOB DESCRIPTION

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to successfully complete Wyoming POST certified Communications Officer Basic Training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.