CITY OF WENTZVILLE invites applications for the position of:

Dispatch Officer

**SALARY:**
- $17.42 Hourly
- $1,393.27 Biweekly
- $36,225.00 Annually

**OPENING DATE:** 03/04/16

**CLOSING DATE:** 04/03/16 11:59 PM

**SUMMARY:**
Monitors, receives, and transmits radio, telephone, and computer messages on multiple public safety communications channels concerning crime and other emergencies.

**ESSENTIAL & ANCILLARY JOB DUTIES:**

**Essential Job Duties**
- Monitors security cameras in the Police Department, jail, City Hall, and parks.
- Monitor alarms for school and bank systems; maintain business files and alarm contacts.
- Monitor police radio and point-to-point radio for three agencies.
- Maintain and monitor the printer for multiple police departments, ensuring the ability to receive warrant and property hits, teletypes during emergencies, and officer safety notifications. Disseminate information as appropriate.
- Operate the sally port for police officers transporting incoming and outgoing prisoners.
- Monitor emergency and non-emergency phones for citizens of the City and surrounding areas. Answer all after-hours Courts, Records, and City Hall phone calls.
- Receive and direct walk-ins to the police department after-hours and on weekends.
- Enter and process warrants for the municipal court system. Clear warrants and enter towing sheets. Utilize MULES system to send pertinent messages.
- Enter and update safety and medical alerts.
- Monitor road conditions and notify crews accordingly.
- Process and file paperwork, including in custody warrants, tow letters, vehicle logs, and extension lists.

**Ancillary Job Duties**
- Ensure privacy and security by accurately disseminating information and shredding paperwork when necessary.
- Perform other related duties as assigned.

**JOB QUALIFICATIONS & KNOWLEDGE, SKILLS AND ABILITIES:**

**Job Qualifications**
Education, experience and training that are required or desirable in order to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or equivalent required.
- Criminal justice coursework preferred.
- MULES Certification attained within 6 months of employment.
- Complete background investigation.
- 16 hours of continuing education must be obtained each year to maintain employment in good standing.

**Knowledge, Skills & Abilities**
May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.
• Knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and basic office equipment/machines.
• Excellent data entry and typing skills.
• Ability to communicate effectively, both verbally and in writing.
• Ability to give and understand verbal and written instructions.
• Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
• Ability to use good judgment and think quickly and rationally in difficult or stressful situations.
• Excellent customer service skills, including in-person, phone, and email communications.

WORK ENVIRONMENT & PHYSICAL ABILITIES:

Work Environment
Environmental or atmospheric conditions commonly associated with the performance of the duties of this job.

• General office conditions.
• Exposed to moderate noise levels.

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

• Must be able to sit for extended periods of time.
• Must be able to speak and hear clearly.
• Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
• Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
• Must be able to lift up to 15 pounds.
• Must have near vision and the ability to adjust focus.
• Regular attendance is a necessary and essential job duty.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.wentzvillemo.org
310 West Pearce Blvd
Wentzville, MO 63385
636-639-2190
hr@wentzvillemo.org