Date in: March 21, 2016
Department: City of St. Peters Police Department
Details: POLICE DISPATCHERS  JOB OPENING #1370

After completion of training, dispatchers will be allowed to participate in a bid system which will determine which shift and which days off they will receive. Dispatchers work shifts that must provide coverage twenty-four hours a day, seven days a week, including weekends and holidays.

JOB DESCRIPTION

Receives incoming calls for service for police, rangers and other emergency and public service agencies. Prioritizes calls and dispatches appropriate response resource[s]. Monitors alarm systems and Teletype communications. Operates Computer Aided Dispatch System for radio and telephone communications, tracking personnel and vehicles. Records all necessary information regarding transmission and activities, according to established departmental requirements and procedures within guidelines specified by the Federal Communications Commission. Enters and updates information in the required computer databases. Researches, obtains and disseminates information utilizing computerized database systems and other data sources. Monitors individuals in holding cells, booking room and sally-port area for proper conduct, safety and medical or other needs using video and audio equipment. Monitors building security by limiting access to entrances. Performs a variety of general clerical support duties related to communications activities. Notifies appropriate authorities or other City departments of situations requiring attention after normal business hours. Reviews and responds to customer/resident inquiries, concerns and complaints. Performs all work in compliance with established City safety standards. Performs other work as assigned.

MINIMUM REQUIREMENTS

Must be a U.S. citizen or lawfully authorized alien worker.
High School graduate or GED certificate and three (3) years of applicable experience.
Must be certified in criminal justice databases or obtain with six (6) months of employment.
(MULES/REJIS)
Must be able to type 30 cwpm.

DESIRED QUALIFICATIONS

Some knowledge of Police Department activities and lines of responsibility. Some knowledge of the geography and boundaries of the City as well as areas immediately adjoining the City. Some knowledge of computer use and fundamental office skills. Experience in data entry.

More information on page 2
RATE:
$18.53/hr. to $21.00/hr. depending on qualifications and experience.

TO APPLY:
APPLY in person
FAX to 636-477-1044, or
MAIL application to:
#1370-Human Resources
City of St. Peters
P.O. Box 9
St. Peters, MO 63376

For more information and job status of open positions visit our website at: www.stpetersmo.net

Thorough personal and employment background, education and criminal record checks will be completed to include family, neighborhood and past employment. Physical and Drug/Alcohol screening required prior to employment. All employees fall under the City's Alcohol & Controlled Substance Use, Abuse and Testing Policy.

APPLICATION DEADLINE: MARCH 31, 2016  AA/EOE  Excellent Benefits

Closing Date:  MARCH 31, 2016