



# City of St. Ann

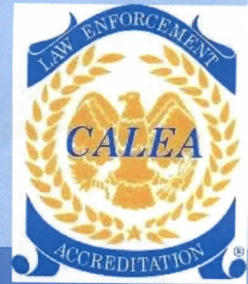


## Police Department



# NOW HIRING

## Communications Personnel



### Essential Duties:

- Dispatches police units by radio in response to requests for services according to established priorities and procedures.
- Answers emergency and assistance calls from the general public, gathers and categorizes incident information and dispatches appropriate emergency personnel.
- Monitors a variety of radio channels to maintain contact with local and statewide agencies for police or fire/ambulance communication centers while maintaining operation of the main radio channel.
- Tracks the location and availability of police units using the Computer-Aided Dispatch system in Omnigo Software.
- Provides criminal justice information to police utilizing the MULES system.
- Enters & maintains criminal justice files, including warrants, vehicle entries, gun and article entries, and Orders of Protection.

### Minimum Requirements:

- 18 years of age or older.
- Must have no felony convictions.
- High School Diploma or GED equivalent.
- Ability to type 35 words per minute with no more than 5 errors.
- Strong written and oral communication skills at all times.
- Working knowledge of computers and modern office practices & procedures.
- Ability to work rotating 12-hour shifts, including weekends and holidays.
- Dispatching experience is preferred, but not required.



### Benefits:

- Medical, Dental, Life and Disability Insurance, FSA, Retirement Benefits, Paid Vacation, and Employee Assistance Program.

More Information:  
**Det. Sgt. Monica Ruelas**  
(314) 709-6117 or [mramirez@stanmo.org](mailto:mramirez@stanmo.org)