



City of Tuskegee
POSITION ANNOUNCEMENT

Date Posted: 8/24/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Dispatcher Department: Police
Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: N/A To: _____*
Standard Scheduled Hours: varies Days to be Worked: varies Starting Pay Rate: \$24,000 / annually

Position Description

General nature/purpose of work:

Receives and responds to calls, maintains law enforcement databases, manages records and prepares reports, and performs related services: Receives incoming emergency and administrative calls; determines response requirements and relative priorities; dispatches City Police and Fire to emergencies in service area; transfers medical emergency calls and non-service area calls for police and Fire to appropriate jurisdiction or service provider; maintains radio communication with Fire and Police units responding to emergency calls; Reviews files to ensure accuracy, completeness and compliance; enters and retrieves information from NCIC and ACJC databases; and confirms, executes and audits warrants. Records details of calls, dispatches and messages in log book.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Credentials & Experience:

- Applicant must possess a High School diploma or equivalent
- Must possess and maintain a valid Alabama driver's license
- Have high school courses or training in office technology
- Experience in emergency dispatching is desirable
- If considered for hire applicant must also pass a background check and drug/alcohol screening

Credentials & Experience:

Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

Date of Announcement: August 24, 2017 Closing Date for Applicants: Open Until Filled
All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Dispatcher, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov

The City of Tuskegee is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising. We e-verify!