

Toledo Police Department Employment Opportunity

The City of Toledo announces the recruitment of:

Full -Time Dispatcher Position

Opening Date: 05-11-2018

Closing Date: Open Until Filled

Job Title: Dispatcher

Department: Police

Salary Range: \$3151 – \$3738

Union Affiliations: Yes

Total Hours Per Week – 40 Hours

Benefits: Yes

Immediate Supervisor: Communications Supervisor

JOB RESPONSIBILITIES: Operates police, fire and emergency medical radio equipment; dispatches police, fire, and medical. Answers telephone, receives incident reports, assigns proper information to patrol and other responding units, makes records checks, operates computer terminal and performs a variety of clerical and record keeping duties. Maintains communication between communication center and field units; dispatches units and responds to requests for aid. Maintains logs on all center activities. Composes required reports containing statistics. Performs other related duties as assigned.

**** FINAL CANDIDATES WILL BE REQUIRED TO TAKE A WRITTEN AND ORAL EXAMINATION PRIOR TO EMPLOYMENT****

JOB REQUIREMENTS:

- Must have a high school diploma or GED
- Must be able to work rotating shifts, evenings, week-ends, and holidays
- Knowledge of The City of Toledo and surrounding area; the location of streets and principal industrial, commercial, and institution structures desired
- Knowledge of radio communication and telephone equipment preferred
- Experience in police, fire and medical dispatching desired
- Must be able to type at minimum 30 words per minute
- Ability to understand and follow oral and written instructions
- Ability to learn tasks quickly and to adhere to policy and procedure
- Act effectively and calmly in emergency situations
- Ability to maintain harmonious working relationships
- Ability to accurately receive, record, and communicate information
- Ability to speak distinctly and calmly with voice clarity
- Ability to obtain and maintain certification through DPSST, access into CJIS, other database access and certification as required by the agency
- Ability to pass vision and hearing tests required by DPSST
- Must be able to pass a thorough personal back-ground check

The City of Toledo is an equal Employment Opportunity Employer
and does not Discriminate