

NOTICE OF JOB OPENING

Posting Begins	October 20, 2016	Posting Ends	January 11, 2017
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Position Title	PUBLIC SAFETY DISPATCHER
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Department	Police	Division	Communications
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Communications Center – 6730 Riverview Drive Kansas City, KS
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BRIEF JOB DESCRIPTION: Receives citizen's complaints and requests for services of public safety units. Dispatches public safety units to respond to calls and maintains records on each unit in the assigned division. Provides all pertinent information regarding the complaint or request to all units responding. Enters data concerning dispatch calls onto computer cards. Operates teletype machine, complex radio, telephone, and computer networks. Mandatory overtime required on an as needed basis.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Three years stable work experience. Must have excellent communication, listening, and voice skills and be able to effectively deal with stressful conditions. Must be able to type 40 words per minute. Successful candidate will be required to submit to CVSA (Polygraph test), Psychological Evaluation, Clinical Assessment Interview and background check. Must be able to work various shifts, including weekends and holidays. This position requires an additional questionnaire.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$17.77/hr.	PI #	1124,1068, 1080,1088, 1060	Class. Code	5184
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Extend 12/15/16

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY
EOE**