



TOWN OF SUPERIOR

EMPLOYMENT OPPORTUNITY

DISPATCHER, FULL TIME POSITION

Salary Range \$22,880.00

OPENING DATE: Monday, March 19, 2007

CLOSING DATE: When Filled

POSITION DESCRIPTION:

Employees of this class are responsible for fast, efficient, and accurate receiving, dispatching and processing of calls and messages to and from police vehicles and on-duty personnel. Calls may include routine police reports, requests for information, and requests for emergency action by the Police Department, Fire Department, EMS, Animal Control, and the Public Works Department. All work is performed in accordance with departmental rules and regulations and is under the supervision of the Chief of Police and the Communications Supervisor.

ESSENTIAL FUNCTIONS:

- Dispatches all fire and emergency medical, police, animal, and public works calls.
- Utilizes equipment such as computers, radio, TDD, phones, facsimile machines, transcriber.
- Receives and processes all incoming calls.
- Monitors radio frequencies.
- Receives information by teletype.
- Performs clerical duties as assigned.
- Interviews callers, answers telephone inquiries, and gives out accurate information.
- Coordinates and assists other agencies which may be in need of the Department's assistance.

REQUIREMENTS:

Must have knowledge of radio transmission procedures and Federal Communications Commission rules regulating the operation of radio transmitting and receiving systems. Knowledge of streets and area, including the geographical layout and operating districts. Must have the ability to type and perform routine clerical duties. Must speak in a clear, well modulated and pleasant voice and use good grammatical construction in choice of words. Must be able to use good judgment and to understand and carry out written and oral instructions.

See Reverse

MINIMUM QUALIFICATIONS:

- Equivalent of a High School Diploma or GED is required.
- Type 30 wpm and be familiar with Microsoft Word processing software.
- Possess valid Arizona Driver's License.
- Due to the confidential nature of this position, applicant will be required to successfully pass a polygraph exam and a pre-employment drug test.

APPLICATION PACKETS CAN BE OBTAINED AT:

TOWN OF SUPERIOR
734 W. Main Street
Superior, Arizona 85273
8:00 am to 5:00 pm
Monday – Friday
Phone: (520) 689-5752 Fax: (520) 689-5822

APPLICATION PROCESS:

File an application on or before the closing date noted on the front of this Employment Opportunity to be considered for this position. All applications must be signed and received by 5:00 pm on the Closing Date.

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the needs of the Police Department may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills and abilities.

The Town of Superior is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Superior does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services. The Town of Superior supports a drug-free workplace.

Immigration Reform Act Notice

To conform to the Immigration Reform Act of 1986, the Town of Superior must verify the right to work in the United States of every individual hired. In the event you are selected, you will be required to provide the appropriate documents to Human Resources. Failure to provide these documents will result in termination.