JOB OPENING || CITY OF KIRKWOOD
DISPATCHER, PART-TIME
POLICE DEPARTMENT

RESPONSIBILITIES:
• Receive and determine the nature and location of emergencies and dispatch police, fire, EMS, or other emergency units as necessary and in accordance with established procedures, including using Emergency Medical Dispatching (EMD) for EMS calls.
• Receive and process 911 emergency calls and maintain contact with and location of all units on assignment including police, fire and EMS employees.
• Monitor City Hall and police department video systems, to include prisoners in custody.
• Answer non-emergency calls for assistance, and enter, update and retrieve information from a variety of computer software systems.
• Responsible for the prompt, courteous, professional, and efficient exchange of information with citizens and city staff in person and by telephone, regarding a wide variety of situations including (but not limited to) general inquiries, power outages and other service related topics.

REQUIREMENTS:
• Operate a variety of communications equipment, including radio consoles, telephones and computer systems.
• Possess excellent oral and written communication skills. High School diploma or GED required. Previous dispatching experience, REJIS certification, and experience with Global CAD and ProQA (EMD) is desirable but not required.
• Must be able to obtain CJIS clearance to access criminal justice data, and obtain required certifications if not already held when hired.

Hours: Must be available to work irregular hours or shifts.

Salary: $21.82 - $24.00 per hour depending on qualifications. Position is open until filled.

To apply: Complete the electronic employment application located on the City website under “Jobs.” OR: A paper application can be picked up at Kirkwood City Hall, 139 South Kirkwood Road, 63122 OR: call 314-984-6975 to have one e-mailed, mailed, or faxed to you. Return paper applications to: City of Kirkwood, Attn: Human Resources-Disp., at the address listed above.

PERSONS REQUIRING AN ACCOMMODATION TO APPLY FOR A JOB OPENING SHOULD CONTACT HUMAN RESOURCES AT 314-822-5809.
THE CITY OF KIRKWOOD IS AN EQUAL OPPORTUNITY EMPLOYER AND PARTICIPATES IN E-VERIFY.