



Human Resources Department  
Forms And Documents

HRP-03 Effective Date 10/30/2013

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

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the City Public Works Building, 555 So. Section Street, Monday through Friday, from 8:00 a.m. to 3:00 p.m. or faxed to (251) 990-0156. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date 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: \_\_\_\_\_ To: \_\_\_\_\_*  
 Standard Scheduled Hours: Varies – Shift Work Days to be Worked: Varies – Shift Work  
**Pay Grade or Range: \$16.35/hr**

**Position Description**

**General nature/purpose of work:**

Dispatching involves receiving emergency and non-emergency requests for police assistance, determining nature/urgency of calls, initiating police or other emergency personnel action and maintaining close contact with patrol units to monitor response and needed support requirements. It requires a considerable degree of initiative and independent judgment within procedural boundaries in responding to emotional, disturbed and sometimes abusive people in a variety of situations.

**Primary duties and responsibilities:**

1. Receive emergency calls from public requesting assistance
2. Determine nature and urgency of calls
3. Process and prioritize calls for service
4. Dispatch calls for service
5. Maintain contact with all units on assignment
6. Create and maintain automated or manual log of activity

**Other duties and responsibilities:**

1. Use Computer Aided Dispatch System (CAD)
2. Receive and dispatch requests for information such as vehicle registration, driving records, and warrants
3. Maintain status and location of all units
4. Monitor radio and telephone
5. Operate variety of communications equipment

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

Knowledge, skills and abilities:

1. Ability to multi-task
2. Ability to relay details accurately
3. Skills in operating a variety of communications equipment effectively
4. Ability to speak clearly and concisely
5. Ability to think clearly and act quickly in emergencies
6. Ability to meet attendance schedule with dependability and consistency
7. Ability to establish and maintain effective working relationships with Police Department personnel as well as outside agencies
8. Ability to work well with the public

Education, experience and training:

1. High school diploma or G.E.D.
2. At least 18 years of age
3. United States Citizen
4. Ability to pass written exam
5. Must attend an interview before an interview board
6. Must pass polygraph
7. Must participate in a background check
8. Must pass medical examination and drug screening test
9. Must be insurable by the City's insurance
10. Must have a valid Alabama driver's license or I.D. card or the ability to obtain one.

Date of Announcement: 05/05/2017 Closing Date for Applications: Until Filled

*Patricia Heathroe*

Human Resources

*The City of Fairhope 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.*