

	Human Resources Department Forms and Documents	HRP-03 Effective Date: 07.05.2017
		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. Applications for Employment are available at the 161 N Section Street, Monday - Friday, from 8:00 a.m. to 5:00 p.m. or online at www.cofairhope.com. Applications and resumes can be mailed to City of Fairhope, ATTN: HR, 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 Days to be Worked: _____ Rotating Shifts

Starting Pay Rate: \$15.92 - \$20.70 - Pay Grade 20
\$25.47 per hour

Position Description:

The Police Dispatcher position operates enforcement communications systems (radios, telephones, etc.) as well as engages in personal contact with the public in order to relay emergency and non-emergency information to patrol units. This position operates works on rotating shift schedules, and is in operation 24 hrs. per day, 7 days per week.

Primary Responsibilities: Monitors assigned radio frequencies and telephones lines, Monitors closed circuit television systems, alarm systems and other communications equipment; Receives complaints over the radio, telephone or via the department lobby; Relays complaints and requests for assistance to patrol units, fire/rescue, ambulances and other service departments; Relays any necessary information to patrol units (vehicle registration, license information, warrant information, etc.); Maintains contact with police patrol units and dispatched fire personnel and remains aware of their locations; Documents all radio and telephone traffic into the records manage system; Completes and document all complaints; Maintains logs on rotation wreckers, alarms, driver’s histories and criminal histories; Monitors teletype/NCIC computer for important state, regional and national broadcast; Sends administrative messages to other local, state and national law enforcement agencies; Enters stolen vehicle, stolen property, warrants and missing person information into the computer; Obtains criminal histories, driver’s histories, vehicle registrations and other information for authorized personnel in accordance with established procedures.

Requirements: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test. Must possess a valid driver’s license

Knowledge, Skills and Abilities : Skill in operating a variety of communications equipment effectively; Ability to multi-task; Ability to relay details accurately; Ability to speak clearly and concisely; Ability to think clearly and act quickly in emergencies; Ability to meet attendance schedule with dependability and consistency; Ability to establish and maintain effective working relationships with Police Department personnel as well as outside agencies; Ability to work well with the public

Date of Announcement: 2/8/2018 *Closing date for Applications:* *Until filled*

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.

161 N. SECTION ST. P.O. DRAWER 429
FAIRHOPE, ALABAMA, 36533