



Position Available – Internal/External Posting

Job Title: Dispatcher

Department: Central Dispatch

Classification: Full-Time/Full Benefits
POAM Non-312 Union

Hourly Wage: \$16.86 – \$19.77

Benefits Include: Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance

Qualifications:

- High School graduate or G.E.D.
- Experience in emergency dispatch preferred
- Skill and accuracy in the use of a computer required
- Reasonable knowledge of radio/telephone communications preferred
- Must be able to see well, hear well and speak clearly
- Ability to work days, nights, weekends and holidays required
- Must pass drug screening, physical examination and background investigation.

Supervision: 911 Director

Application Due: Application/Resume due by 4:00 p.m. on Monday, May 17, 2021 to the County Administrator's Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601.

DISPATCHER

SUMMARY

Operate a two way radio in receiving complaints and dispatching road patrol cars, officers and another emergency vehicles; to operate a teletype system; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the supervision of the Lieutenant.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples ~ not include all of the duties which the employee may be expected to perform.)

1. Operate radio dispatch equipment in the police communications system.
2. Receive calls for police, fire, ambulance and civil defense units; assistance and dispatch appropriate personnel.
3. May instruct new officers in the use of radio equipment.
4. Send messages by radio to other police units giving information on stolen cars, missing persons and other data.
5. Operate a teletype for checks on wanted persons, vehicles, guns and other information.
6. Enter warrants, wanted vehicles, guns, and articles into the system and cancel information when required.
7. Assist other assigned agencies with LEIN/NCIC information, files, entries and cancellations.
8. Keep various records on communications and teletype activities.
9. File various records and reports.
10. Answer telephone, take messages, and answer inquiries.
11. Assist in other phases of police work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of the roads and principle locations in the County.
- Reasonable knowledge of modern methods and practices used in police work.
- Reasonable knowledge of State and local news.
- Reasonable knowledge of radio communication equipment and operations.
- Ability to enforce rules and regulations with firmness and tact.
- Ability to act quickly in emergencies.

- Ability to work effectively with the public and with other employees.
- Ability to see well to complete duties 5 through 9.
- Ability to hear well to complete duties 1, 2, 4 and 10.
- High school graduation or its equivalent.
- Six months to one year experience in police work or related field preferred.
- Compliance with State of Michigan Office of Criminal Justice telecommunications requirements.

Wexford County, MI-2 January, 1993