

# City of Grants Pass

# JOB OPPORTUNITY



## Dispatcher

### Public Safety Department

Compensation: \$21.38 – 29.22 per hour

#### Summary of Position:

The Dispatcher candidate will have strong keyboarding skills, outstanding interpersonal and judgment skills, and the ability to multi-task during intense situations and high volume workloads. Responsibilities include answering emergency and non-emergency telephone calls and directing appropriate and timely resources, prioritizing calls, tracking unit status and dispatching emergency personnel to crime scenes and calls for service.

Our Public Safety Department is a 24-7 operation and all candidates are required to work nights, weekends, rotating shifts and holidays.

#### Minimum Qualifications:

A High School Diploma or GED and one year of customer service experience, including the use of computers is required, public safety experience is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed in the job description.

A typing speed of 40 words per minute with 95% accuracy is required.

#### Ranking & Selection:

The ranking and selection of applicants to proceed in the process for our Public Safety Department includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position.

The selection process for the position of dispatcher includes the following steps: application review, driver's license (when applicable) and criminal history inquiry, Critical Testing (a fee of \$15 is required at time of testing), oral interview, tentative offer, extensive background investigation, psychological screening, physical examination, drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

#### For More Information:

Visit [www.grantspassoregon.gov](http://www.grantspassoregon.gov) or contact Toni Martin in Human Resources at 541-450-6050.

Applications will be accepted until:

June 23, 2017, 5:00 p.m.

#### Required materials by application deadline are:

- City application
- Cover letter
- Resume
- Typing Certificate

*Late or incomplete applications will not be accepted.*

## APPLY TODAY!

Visit us online at  
[www.grantspassoregon.gov](http://www.grantspassoregon.gov)



in person at  
City Municipal Building  
101 NW A Street, Rm 205  
Grants Pass, OR 97526



Contact Human Resources at  
541-450-6050

