

City of Grants Pass

Job Opportunity

Dispatcher

Department of Public Safety



If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!



SUMMARY OF POSITION

We are looking to fill a Dispatcher position in our Department of Public Safety. Are you a candidate that has strong keyboarding skills, outstanding interpersonal and judgement skills, and the ability to multitask during intense situations and high volume workloads? Then this position may be for you! The City seeks a positive role model who is ethical, supportive to Council Goals, innovative, is receptive to ideas and opinions, and focuses on the betterment of the individual, organization, and community.

Responsibilities of this position include:

- Answering emergency and non-emergency telephone calls and directing appropriate and timely resources
- Dispatching emergency personnel to crime scenes and calls for service
- Monitors, updates and tracks unit status
- Performs accurate data entry and retrieval, and investigative research while relaying the information accurately to necessary personnel

A high school diploma or GED and one year of customer service experience, including the use of computers, is required.

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

Annual Salary:

\$46,245 to \$63,172

In addition to base salary, incentives available include:

- Associate Degree 2%
- Bachelor Degree 4%
- Second Language 1.25%

Lateral incentives are also available.

Applications will be accepted until:

**August 1, 2018
at 5:00pm**

**APPLY ONLINE
TODAY**

www.grantspassoregon.gov

Human Resources

541-450-6050