



City Of Craig
POLICE DEPARTMENT
DISPATCHER RECRUITMENT



Date Posted: August 25, 2020
Open Recruitment Until Position Filled

The Craig Police Department is currently accepting applications for the position of Dispatcher. This is a temporary position, between 30 and 120 hours per month,

QUALIFICATIONS:

- Must be 21 years of age
- Must be a high school graduate or equivalent
- Must possess very good oral and written communication skills
- Must have good knowledge of standard office equipment
- Must possess basic computer skills
- Must be able to work well with the public
- Must not have any prior Felony Convictions



DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Monitor and operate emergency communication and computer equipment such as radio, telephone (911), local alarm systems and paging systems. Maintain exact times and information on Radio/Shift Log. Obtain incoming information and dispatch Police Officers, Emergency Medical and Fire personnel. This position includes some administrative duties such as typing and filing, data entry, administrative distribution, typing letters, booking and monitoring prisoners with the use of a video monitoring system. Other administrative duties as assigned. Shifts consist of nights / weekends and varies from month to month. Training is given at Craig Police Department.

HOURS OF WORK: **Up to 29 Hours Per Week**

PAY RANGE: **Starting Pay \$16.00 to \$17.99 an Hour / DOE**

Any offer is contingent upon successful substance screening and Craig Police Department is an Equal Opportunity Employer.

Applications are available at the Craig Police Department or at www.craigak.com
For more information, contact Chief RJ Ely at the Craig Police Department
(907) 826-3330 or RE44@craigpd.com