City of Wentzville
310 W. Pearce Blvd.
Wentzville, Missouri 63385

http://www.wentzvillemo.org/job-listing.aspx
Human Resources Phone: 636-639-2006
Fax: 636-639-2009

-POSITION ANNOUNCEMENT-

DISPATCH OFFICER

Police Department

Salary Range: $17.416 hourly Pay Grade: J

This is a part-time position with varying shifts, primarily covering evenings, overnights and weekends and averaging approximately 20 hours per month.

JOB DESCRIPTION: This position monitors, receives, and transmits radio, telephone, and computer messages on multiple public safety communications channels concerning crime and other emergencies.

REQUIREMENTS: MULES certified or ability to obtain within six (6) months of employment; must obtain sixteen (16) hours continuing education credits per year; ability to multi-task; must pass a complete background check.

Minimum Qualifications: High school diploma or GED; ability to multi-task; mature, seasoned individual; good customer service & data entry skills.

Preferred Qualifications: Course work in criminal justice

TO APPLY: Submit a completed **Law Enforcement Application packet**. The application and full job description are available online at http://www.wentzvillemo.org/job-listing.aspx. Applications will be accepted until the position is filled.

The City of Wentzville is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The City of Wentzville is a drug and alcohol free work place. A pre-employment drug screen and background check is required for all positions. Additional pre-employment testing may be required for certain positions.

It is the policy of the City of Wentzville not to discriminate on the basis of age, race, color, marital status, national origin, political affiliation, religion, sex or disability except where specific requirements constitute a bona fide occupational qualification.

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JOB DESCRIPTION

Job Title	Dispatch Officer
Job Code	
Department	Public Safety
Division	Law Enforcement
FLSA Status	Non-Exempt
Grade	J
Reports to	Supervisor Dispatch
Positions Supervised	None

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job duties described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

Monitors, receives, and transmits radio, telephone, and computer messages on multiple public safety communications channels concerning crime and other emergencies.

Essential Job Duties

- Monitors security cameras in the Police Department, jail, City Hall, and parks.
- Monitor alarms for school and bank systems; maintain business files and alarm contacts.
- Monitor police radio and point-to-point radio for three agencies.
- Maintain and monitor the printer for multiple police departments, ensuring the ability to receive warrant and property hits, teletypes during emergencies, and officer safety notifications. Disseminate information as appropriate.
- Operate the sally port for police officers transporting incoming and outgoing prisoners.
- Monitor emergency and non-emergency phones for citizens of the City and surrounding areas. Answer all after-hours Courts, Records, and City Hall phone calls.
- Receive and direct walk-ins to the police department after-hours and on weekends.
- Enter and process warrants for the municipal court system. Clear warrants and enter tows sheets. Utilize MULES system to send pertinent messages.
- Enter and update safety and medical alerts.
- Monitor road conditions and notify crews accordingly.
- Process and file paperwork, including in custody warrants, tow letters, vehicle logs, and extension lists.

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Ancillary Job Duties

- Ensure privacy and security by accurately disseminating information and shredding paperwork when necessary.
- Perform other related duties as assigned.\

Job Qualifications – Education, experience and training that are required or desirable in order to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or equivalent required.
- Criminal justice coursework preferred.
- MULES Certification attained within 6 months of employment.
- Complete background investigation.
- 16 hours of continuing education must be obtained each year to maintain employment in good standing.

Knowledge, Skills and Abilities – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and basic office equipment/machines.
- Excellent data entry and typing skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to give and understand verbal and written instructions.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.
- Excellent customer service skills, including in-person, phone, and email communications.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the duties of this job.

- General office conditions.
- Exposed to moderate noise levels.

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Physical Abilities – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Must be able to sit for extended periods of time.
- Must be able to speak and hear clearly.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Must be able to lift up to 10 pounds.
- Must have near vision and the ability to adjust focus.
- Regular attendance is a necessary and essential job duty.