

CITY OF PACIFIC

POSITION POSTING: POLICE DISPATCHER

The City of Pacific, Missouri, is seeking qualified candidates for the position of Police Dispatcher. This full-time position performs communications and clerical work in the City's Communications Center and Police Department. The position provides emergency 911 dispatch services to local law enforcement; provides general information and assistance to the public; sends and logs department telephone and radio communications; monitors police radio and the location and status of City police vehicles; dispatches units or summons other emergency vehicles in response to requests for assistance; initiates records checks; and performs other duties as may be assigned.

Minimum qualifications for this position include a high school diploma, GED or equivalent; an associate degree or higher is preferred. Previous dispatch / communications experience is strongly desired. Ability to work varying shifts, including overnight shifts, is a must. Proficiency with computer software programs is strongly desired. Experience with office software programs such as Microsoft Word and Excel is also highly desired. Applicants must be 18 years of age.

Entry-level pay for this position is \$13.50 hourly; additional pay is commensurate with experience and qualifications. The City of Pacific offers an excellent benefits package, including health, dental and vision insurance, paid vacation and other leave benefits, and the Missouri LAGERS defined benefit pension plan.

Prospective applicants may fill out applications at the City of Pacific Police Department, 300 Hoven Drive, Pacific, MO 63069. The City of Pacific is an equal opportunity employer. This position is open until filled.