



The Niles Police Department is accepting applications/resumes for the position of PART TIME DISPATCHER

Job responsibilities include, but are not limited to:

Answering and processing emergency and non-emergency calls for police, fire, and medical services utilizing Enhanced 911 and a complex multi-line telephone system. Operate a sophisticated multi-channel radio console to dispatch public safety personnel. Utilizes and monitors multiple computer systems including Computer Aided Dispatch, to document and track units and call status. Performs in-depth telephone interviews while evaluating, prioritizing, documenting, and directing calls to appropriate resources. Exercises considerable judgment in transmitting pertinent information to field units. Dispatching emergency personnel and equipment in accordance with established regulations and procedures. Must be able to multitask under stressful conditions and work alone.

MINIMUM QUALIFICATIONS: Position requires high school diploma or equivalent supplemented with one (1) year of work experience in a fast-paced and multi-tasked public contact environment (e.g. bank teller, service clerk) or a background from a public safety environment. Must have computer and/or telephone work experience, possess good oral and written communication skills, effective listening skills, and the ability to speak clearly and distinctly at all times. Must be able to type accurately and efficiently enter data. Must be able to work any assigned shift, including day, swing, or graveyard and work all days of the week including weekends/holidays. Applicant must be able to pass a background check, have no criminal history, and a valid driver's license. Applicant must pass a pre employment drug screening.

Wage info: A trainee wage is paid during a probation/training period. Once the employee is released to work on his/her own, the rate of pay is \$11.50 per hour which includes Ohio PERS pension contributions. Part time dispatchers work no more than 28 hours per week.

Applications (available at NPD dispatch window and www.thecityofniles.com) must include a resume and can be dropped off at the Niles Police Department window 24 hours a day with attention to the Lt. Richard Bailey. Application paperwork can also be emailed to Rbailey@thecityofniles.com