



JOB ANNOUNCEMENT

The City of West Plains is seeking a qualified internal candidate to serve as **Police Dispatcher** within its Police Department. This is a part-time, non-exempt position consisting of approximately 24-26 hours per week. Candidate must be able to work varying shifts including evenings, weekends, and holidays.

ABOUT THIS POSITION

Perform a variety of duties involved in receiving incoming calls for police, emergency and non-emergency assistance and dispatching necessary police units or contact appropriate public service agencies; perform a variety of general support duties related to dispatch activities including record keeping, typing, and filing; manage computer-based radio communications, Missouri Uniform Law Enforcement System (MULES) to ensure responder safety and provide critical logistical support; receive and process background checks, warrants, parking, criminal, and traffic citations.

MINIMUM QUALIFICATIONS

- High School diploma, GED or equivalent.
- Three (3) to six (6) months full-time professional-level experience in related field, or a position providing information and assistance to the public.
- Possess or the ability to obtain within thirty (30) days of employment, Missouri Uniformed Law Enforcement System (MULES) certification.
- Possess and maintain a valid Missouri Driver's License throughout employment and meet the requirements of the City of West Plains Operation of Vehicles Policy.

SALARY AND BENEFITS

- This part-time position has a starting wage of \$14.61 per hour.
- A benefit package is not offered with this position.

TO APPLY

Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.