



The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as **Dispatcher** within its Police Department. This is a part-time, non-exempt position with varying shifts including evenings, weekends, holidays, with scheduled and unscheduled overtime.

The police dispatcher performs 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; performs a variety of general support duties related to dispatch activities including record keeping, typing, and filing. Manages computer-based radio communications, Missouri Uniform Law Enforcement System (MULES) to ensure responder safety and provide critical logistical support; receives and processes background checks, warrants, parking, criminal, and traffic citations.

The ideal candidate regularly demonstrates our values of teamwork, commitment, learning, integrity, customer service and initiative. Effectively listens to, communicates with, and elicit information from upset, emotional and irate individuals under stressful conditions. Candidate must have the mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 30 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person, over the telephone and over the radio. Work is performed in a high call volume emergency dispatch environment, where there is limited opportunity for physical movement and the dispatcher must remain alert and responsive while observing computer display screen for uninterrupted periods of time; may be subject to extended work periods without relief, periods of high call volume, and stressful situations.

MINIMUM QUALIFICATION

- High School diploma, GED or equivalent.
- Three (3) to six (6) months full-time professional-level experience in a 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 position has a starting wage of \$17.50 per hour.
- A benefit package is not offered with this part-time position.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. 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.