

Full-Time DISPATCHER

The City of Grandview is now accepting applications to create an eligibility list for Full-Time **DISPATCHER** for Police, Fire and Ambulance services. The City of Grandview is an Equal Opportunity Employer.

DUTIES: Challenging, highly detail oriented 911 emergency dispatch includes receiving requests for service from citizens, dispatching emergency calls for police, fire, and ambulance services, data entry, and records maintenance. This position requires 12-hour shifts to include nights, weekends and holidays.

REQUIREMENTS: High school diploma or equivalent, proficient keyboard data entry, along with the ability to deal effectively and positively with the public. Police/Emergency Services dispatch experience highly preferred but will train motivated candidate with excellent oral communication skills to work in fast paced, multi-task environment. Must be able to recognize forced whisper at 5 feet with correction. Bilingual desired but not required.

PROCESS: Extensive selection process includes a proficiency test, preliminary interview, typing test, oral board interview, background investigation, credit check, and polygraph exam. Post-offer exam includes psychological exam, drug screen, and hearing test. We have one immediate opening; other successful candidates will be placed on a list for future vacancies.

PAY and BENEFITS: Starting salary of \$15.95 hour/\$33,176.00 annually with a Career Development Program of progressive steps of 8 % to Telecommunicator II and 8% to Master Telecommunicator. Benefit package includes health, dental, vision, and life insurance; Missouri LAGERS Pension; ICMA 457 Retirement; on-site physical fitness equipment; discounted fitness membership to a state-of-the-art-community center; tuition assistance program; and employee wellness program.

Apply: Under the job posting at www.grandview.org print and complete the online **downloadable application** packet. Turn in application packet to Human Resources at City Hall 1200 Main St., Grandview, MO 64030 with **copies** of all requested documents before the closing date. Eligible candidates will be notified by email of a written test date **so please provide a valid email address.**

- Contact Recruiter MSgt. Lorrie Whitehead at 816-316-4906 or lwhitehead@grandview.org for questions.

CLOSING DATE: *Monday, October 12, 2015*

City of Grandview, 1200 Main Street, Grandview, MO 64030

Fax (816) 763-3902

www.grandview.org