

JOB POSTING

Position: Dispatcher
Work Schedule: Varies
Department: Police Department
Date Posted: 02/10/2022

Serves as 911 dispatcher for the City of Seymour.

General Duties:

- Operate a multi-phone line console system
- Translate information using the appropriate ten codes and signals codes
- Determine the level of priority of the call and enter data into the computer aided dispatch system for radio dispatch purposes
- Perform crisis intervention services
- Monitor and operate a radio console and computer equipment
- Ask questions to interpret, analyze and anticipate the callers situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other agencies.
- Dispatch and coordinate the responses of public safety agencies
- Enter and modify information into IDACS/NCIC as required
- Other duties as assigned.

Job Requirements:

- The ability to develop and maintain cooperative and professional relationships with fellow employees
- The ability to use logic and reasoning
- The ability to use logic and reasoning to reach conclusions
- The ability to think quickly
- The ability to work under stressful situations
- The ability to actively listen and communicate effectively through clear speech and hearing
- The ability to type 35 words per minute and possess basic computer skills

Please fill out application and turn into HR: City Hall, 301-309 N. Chestnut, Seymour, IN EOE The City of Seymour is a drug-free environment