

NOTICE OF JOB OPENING

Posting Begins	March 4, 2021	Posting Ends	UNTIL FILLED
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Position Title	PART TIME 911 CALL OPERATOR
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Department	Police	Division	Communications
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	New Position		Full-time		Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary	X	Part-time B	-20	Hrs./Week

Location of Position	Communications Center – 6730 Riverview Ave, Kansas City, KS
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BRIEF JOB DESCRIPTION: Receives citizen’s complaints and requests for services of public safety units through 911 and other telephone lines. Inputs all pertinent information regarding the complaint or request into the Call For Service. Operates Computer Aided Dispatch (CAD) Software, 911 systems, telephone systems, computer networks and other office equipment. The successful applicant will be limited to a maximum 20 hours per week on an as needed basis.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Must have excellent communication, listening, and voice skills and be able to effectively deal with stressful conditions. Must be able to type 35 words per minute. Successful candidate will be required to submit to CVSA (Polygraph test), Psychological Evaluation, Clinical Assessment Interview and background check. Must be able to work various shifts, including weekends and holidays. This position requires an additional questionnaire and essay. Must be a resident of Wyandotte County or willing to relocate within 24 months from the date of hire.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$21.42/hr.	PI #	8050, 8056	Class. Code	5181
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE WITHIN 24 MONTHS FROM THE DATE OF HIRE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

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