

# NOTICE OF JOB OPENING

<b>Posting Begins</b>	December 14, 2017	<b>Posting Ends</b>	N/A
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<b>Position Title</b>	<b>PUBLIC SAFETY DISPATCHER</b>
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<b>Department</b>	Police	<b>Division</b>	Communications
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Communications Center – 6730 Riverview Drive Kansas City, KS
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**BRIEF JOB DESCRIPTION:** Receives citizen's complaints and requests for services of public safety units. Dispatches public safety units to respond to calls and maintains records on each unit in the assigned division. Provides all pertinent information regarding the complaint or request to all units responding. Enters data concerning dispatch calls onto computer cards. Operates teletype machine, complex radio, telephone, and computer networks. Mandatory overtime required 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.**

<b>Salary Range</b>	\$21.42/hr.	<b>PI #</b>	1100, 1094, 1125, 1072, 1056, 1085, 1090, 1082, 1123	<b>Class. Code</b>	5184
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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.*

**EOE**