

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	November 11, 2021	<b>Posting Ends</b>	Until Filled
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<b>Position Title</b>	<b>FIRE COMMUNICATIONS DISPATCHER</b>
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<b>Department</b>	Fire Department	<b>Division</b>	Fire 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:** Duties include 911 and Fire/EMS Dispatching. Work involves answering telephone lines, querying callers using Emergency Medical Dispatching (EMD) call taking procedures. Gather information from callers and give pre-arrival instructions. Dispatches Fire/EMS units to calls for service; Record all Fire/EMS unit activities in Computer Assisted Dispatching (CAD) programs. Provides all pertinent information regarding calls for service to all requesting Fire/EMS units. Operates complex radio, telephone and computer networks. Mandatory overtime required on an as needed basis.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED. Three years stable work experience or any equivalent combination of education and experience. Experience in receiving and processing telephone calls and dispatching preferred. Must have excellent communication, listening, and voice skills and ability to deal with stressful conditions. Typing at 40 words per minute with emphasis on accuracy and pass a computerized dispatching aptitude test. Knowledge of streets in Wyandotte County. Ability to work various shifts, including weekends and holidays. Successful candidate will be required to submit to CVSA (Polygraph test), and background check. 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>	\$18.49/hr.	<b>PI #</b>	2144, 1069, 1734	<b>Class. Code</b>	5185
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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.**

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

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

**EOE**