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# Dexter Police Dept Now Hiring!

FEBRUARY 18TH 2016 BY DEE LOFLIN

Dexter Police Dept. Now Hiring!

**Dexter, Missouri** - The Dexter Police Department is currently soliciting applications for TWO positions for Telecommunicator (Dispatcher):

### **MINIMUM QUALIFICATIONS:**

Citizen of the United States

At least 18 years of age

High school diploma or GED required

Possess a Missouri Drivers License

Must be able to multitask, type and have basic computer skills

Must be able to speak clearly and coherently

Must be able to work 28 day rotating shifts including nights, weekends and holidays

Applicants will be subject to an extensive background check

As a condition of continued employment, the ability to handle stressful emergency communications associated with the E911 Emergency System will be assessed during the training and probationary period

Obtain and maintain MULES (Missouri Uniform Law Enforcement System) certifications

### **JOB DESCRIPTION:**

This is specialized police work receiving and sending radio transmissions utilizing a digital radio system.

Police / Fire Dispatch work requires the operation of two-way radio transmitting equipment in conjunction with critical decision making skills, relaying orders and information to and from police personnel, managing radio traffic, and operating computer and telecommunications equipment. Work is performed in accordance with prescribed dispatch procedures and within the scope of FCC regulations and departmental orders.

Supervision is received from a Police Dispatcher Supervisor or Police Sergeant who reviews work for conformance with proper procedures, and confers with employee on unusual or difficult situations.

Receives calls for service from the public, E911 and Officers on duty. Also, makes initial contact with calls for service received from citizens who arrive at the police station in person and assigns appropriate remedies for them.

Prioritizes calls for service, selectively assigning and dispatching of police and fire emergency and non-emergency calls via radio to municipal, county and state personnel using the assigned talk groups while monitoring the safety status of all field units.

Coordinates the movement of multiple law enforcement units engaged in pursuit tactics or responding to life or death situations.

Operates a computer based trunked radio system console to control talk groups and or conventional channels, a dual screen Computer Aided Dispatch (CAD) console, and a MULES (Missouri Uniform Law Enforcement System) and NCIC (National Crime Information Center) system terminal.

Reviews pages of various data based documentation to determine the existence of outstanding pick-up orders, misdemeanor and felony warrants, validity of driver licenses, and the status of stolen vehicles and vessels, vehicle and vessel registrations, firearm permits, occupational licenses, and criminal backgrounds to relay to field units.

Coordinates multiple tasks simultaneously, using judgment to make operational decisions based on information regarding available units and calls holding within policy and procedural guidelines while utilizing specialized formats to integrate and prioritize information from all three systems into a coordinated dispatch service for optimal efficiency.

Benefits include health insurance, dental and vision insurance (optional), life insurance and enrollment with Missouri Local Government Employees Retirement System (LAGERS), which is paid for by the City of Dexter. Vacation time, sick time, personal and safety days are also included in the benefits package.

If you are interested in this unique job opportunity, download and print the application AND release form located at:

<http://dexterpd.com/employment.html>

Once the application is completed, return the application in person or via mail to:

Dexter Police Department  
305 Cooper Street  
Dexter, Missouri 63841

E-mailed applications will not be accepted.

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