

Help Wanted

Part-Time Police Dispatcher

At this time, the City is now accepting applications for a part time position with the Police Department for a Police Dispatcher.

General Description: performs communication functions to dispatch police personnel to crimes in progress, crime scenes, accidents, and other incidents reported; answers telephone and two-way radio transmissions to receive complaints, request for services, or assistance from other officers; maintains contact with officers to provide information and coordinate on-site activities; operates N.C.I.C./L.E.A.D.S.; maintains log of activities and information.

Qualifications: Completion of secondary education (high school diploma or GED equivalent), supplemented by experience operating telecommunication equipment; or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Licensure: Must possess or be able to obtain L.E.A.D.S. certification within 60 days immediately following date of employment and may be required to obtain other certifications as determined by the chief of police.

Applicants should contact the Police Department, 120 N. 7th St., Upper Sandusky, OH to obtain a job application and a copy of the position description. Applications will be accepted until July 20, 2018. The City of Upper Sandusky is an Equal Opportunity Employer.