

**City of Upper Sandusky
Municipal Offices
119 N. 7th St.
Upper Sandusky, OH 43351**

Full-Time Police Dispatcher

The Upper Sandusky Police Department is immediately accepting applications for the position of full time 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 can obtain an application and job description at the Upper Sandusky Police Department at 120 N. 7th St., Upper Sandusky, OH. Applications will be accepted until May 27, 2019. The City of Upper Sandusky is an Equal Opportunity Employer.