



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Dispatcher

**LOCATION:** Police Department

**OPENING DATE:** August 7, 2020

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN20-44CP

**CLASS CODE:** 0835

**SALARY RANGE:** \$30,000 - \$50,356 (DOQ) annually with *excellent benefits package*

**FLSA STATUS:** Non-exempt

**Special application required. Must obtain application from Human Resources personnel or download the application from the website. Incomplete application will not be processed.**

**PRIMARY FUNCTION:** This is specialized technical telecommunications work in receiving and transmitting radio, telephone, and computer messages concerning crimes, as well as police, fire and other emergencies, in the operation of a console in the Town's emergency public safety dispatching center.

**QUALIFICATIONS:** Requires a high school diploma or GED supplemented by six (6) months of experience in radio-telephone communications work. Incumbent must be a citizen of the United States of America; must successfully complete a course of study for Public Safety Dispatchers as approved by the Emergency Communications Board within six (6) months of hire date; must become certified in the operation of the N.C.I.C. system by the Tennessee Bureau of Investigations; and must possess an Emergency Medical Dispatch certification from the National Academy of Emergency Medical Dispatch within one (1) year of employment; or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

**SPECIAL REQUISITES:** Incumbent must have fingerprints on file with the Tennessee Bureau of Investigation, have passed a physical examination as performed by a licensed physician, have good moral character as determined by investigation, be free from apparent mental disorders as certified by a qualified professional in the psychiatric or psychological field, to enable the incumbent to perform the essential functions of the job. Must be compliant with the NENA Hearing Standards for Public Safety Telecommunicators, sections 3.3.1, 3.3.2, and 3.3.3. Must be in compliance with TCA 786-205. Must be able to work rotating and/or irregular shifts and hours that may include nights, weekends, and holidays.

**LICENSES:** Must retain all certifications mentioned above. Must possess a valid driver's license.

**NOTES:** The work involved in this position is primarily sedentary. Applicant must pass a work-related physical, drug and psychological test and an extensive background check. Selection process may include examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.