

## **Public Safety Dispatcher Announcement**

The Harper Woods Public Safety Department is accepting applications for the position of Public Safety Dispatcher to fill current vacancies within our agency. Applicants must be hardworking, self-motivated, possess a strong moral and ethical base, and have a passion for community policing and public service.

### **General Summary:**

Under the supervision of the shift commander, receives and dispatches emergency calls, collects and enters information from the LEIN system, performs a wide variety of administrative and clerical tasks, and interacts effectively with a wide range of public safety agencies.

### **Essential Job Functions:**

- Receives, processes, and prioritizes all incoming calls and emergencies in the designated service area, and occasionally beyond. Responds to inquiries as appropriate.
- Dispatches fire, ambulance, police, animal control and public works to emergency and non-emergency calls for assistance.
- Utilizes the Michigan Law Enforcement Information Network (LEIN). Makes inquiries and enters and removes warrants, personal protection orders, and conditions of bond and other information.
- Checks LEIN system for criminal records and relays applicable information to other agencies.
- Contact other police agencies regarding warrants and other matters.
- Assists citizens at the police desk.
- Testifies in court related to calls received, as required.

### **Requirements:**

- A high school diploma or equivalent.
- U.S. Citizen, 18 years of age or older, possess a valid Michigan driver's license, no felony convictions and / or disqualifying criminal history, the ability to acquire LEIN certification as a condition of hire.
- Ability to work a seven-day, 24 hour/day operational schedule.
- Good knowledge of the laws, regulations and policies governing police department functions and other public safety processes.
- Skill in operation of standard office equipment including computers and related word processing, spreadsheet, and database applications.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other department, county, and state employees.
- Ability to type and enter data rapidly and accurately.
- Ability to understand and follow complex oral and written instructions.
- Ability to work effectively under stress, emergency situations, and changes in work priorities.
- Completion of State of Michigan Module 1 and Module 2, mandated dispatch training is preferred.

The public safety department provides comprehensive and proactive police/fire dispatch training covering all aspects of modern policing and fire training.

Starting pay is \$46,448.00 (\$49,046.40 after one year), 12-hour shifts (7am-7pm and 7pm-7am). Excellent benefit package which includes Blue Cross Blue Shield health insurance, Defined Benefit pension with MERS after 10-years vesting, paid time off (holiday, vacation, sick)

Applications may be obtained at the City of Harper Woods City Clerk's office or downloaded at [www.harperwoodscity.org](http://www.harperwoodscity.org).

Interested candidates are required to provide upon submission of the application and resume, a copy of a valid driver's license with photo. Applications, resumes, and required documents will be accepted at the Harper Woods City Clerk's Office between the hours of 9:00AM and 5:00PM Monday through Thursday.

Candidates must be able to pass the following:

- ✓ Oral Interview
- ✓ Medical Examination
- ✓ Psychological Examination
- ✓ Drug Screening
- ✓ Background Investigation

It is the policy of the City of Harper Woods to assure equal employment opportunity to its employees and applicants for employment based on fitness and merit without regard to race, color, religion, national origin, political affiliation, disability, sex, age, or sexual or affectional orientation except where age is a bona fide occupational qualification.

**Closing date for applications is June 30<sup>th</sup>, 2025.**