



The City of Auburn Hills is an Equal Opportunity Employer seeking qualified applicants without regard to race or other protected status.

DISPATCHER AUBURN HILLS POLICE DEPARTMENT

The City of Auburn Hills, Michigan is seeking qualified candidates for the position of Police Service Officer (Dispatcher). Duties include answering E-911 and non-emergency phone calls; dispatching police, fire and/or other response vehicles for emergency and/or non-emergency requests; broadcasts and/or monitors radio transmissions. Obtains all pertinent information and relays to appropriate sources. Maintains location of on-duty personnel and equipment in the event of an emergency situation. Conducts all activities in accordance with Department Mission and Values, Rules and Regulations, General Orders and established standards of the public safety communications profession.

This position requires substantial contact with the general public and City officials in the performance of police and fire operating activities.

Requirements:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as computer keyboarding, typing, filing, and customer service. An associates degree in business, communication, or closely related discipline is desired.
- Must possess, or be able to obtain by time of hire, a valid State driver's license.
- No felony convictions and/or disqualifying criminal histories.
- Must be able to read and write the English language;
- Must be of good moral character.
- Ability to successfully complete all phases of the selection process.

Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to learn the City's geography.

Hours and Wages

This is a Full-Time position with a salary range of \$40,601 - \$46,134, plus a comprehensive benefits package.

www.auburnhills.org

TO APPLY, SUBMIT COVER LETTER, RESUME AND COMPLETED EMPLOYMENT APPLICATION TO:

**CITY OF AUBURN HILLS
HUMAN RESOURCES DEPARTMENT
1827 N. SQUIRREL ROAD
AUBURN HILLS, MI 48326**

APPLICATIONS ACCEPTED UNTIL 5:00 PM ON FRIDAY, April 11, 2014.