



DATE: February 22, 2013

JOB POSTING TO ESTABLISH AN ELIGIBILITY LIST FOR FUTURE OPENINGS

JOB TITLE: FULL-TIME POLICE DISPATCHER

DEPARTMENT/DIVISION: Police/Communications

EMPLOYEE GROUP: Farmington Hills Police Communications Association

STARTING DATE: A.S.A.P.

SALARY: \$43,965.

PREVIOUS WORK EXPERIENCE: Two years of public safety dispatch experience.

SPECIAL TRAINING AND SKILLS: Excellent typing skills, keyboard and basic computer knowledge. Must be a certified LEIN operator, EMD certified, CAD trained, and familiar with CLEAR. Must possess outstanding communication skills while interacting with the public and be able to effectively communicate with citizens, police officers, and firefighters in crisis or stressful situations by both telephone and police/fire radio.

EDUCATION: High school graduate or equivalent.

BASIC RESPONSIBILITIES: Answer general and emergency calls, dispatch police and fire units, maintain daily records, and dispatch emergency services. Monitor the status of police and fire units on duty via computer systems and radio. Utilize various technologies and computer systems to effectively provide the community, police officers, and firefighters with the support necessary to carry out public services provided by the City.

HOW TO APPLY: Complete a City of Farmington Hills application. The application is available on the City website at www.fhgov.com. Applications are also available in the Human Resources Department at 31555 Eleven Mile Road, Farmington Hills, MI 48336. Applicants may also include a resume and cover letter.

APPLICATIONS WILL BE ACCEPTED UNTIL: 4:30 p.m. on Friday, March 15, 2013.

EQUAL OPPORTUNITY EMPLOYER