

CITY OF CENTER LINE

EMERGENCY POLICE/FIRE DISPATCHER

GENERAL SUMMARY:

Under the supervision of the Deputy Chief or other shift supervisors, 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 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.
- Contacts other police agencies in regard to warrants and other matters.
- Enters impounded and abandoned vehicles in the system or releases them, as appropriate.
- Assists citizens at the front desk.
- Testifies in court related to calls received, as required

REQUIREMENTS INCLUDE THE FOLLOWING:

- A high school diploma or equivalent supplemented by vocational training in computer software and database usage.
- One year of experience as a dispatcher, preferably in a public safety setting preferred but not required.
- 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, regulation 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 and County 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.

STARTING PAY \$50,865.00/YEAR, TOP PAY \$58,290.00 IN 2025. DISPATCHERS ARE PART OF THE POLICE OFFICER ASSOCIATION OF MICHIGAN UNION. 12 HOUR SHIFTS (5A-5P AND 5P-5A) EVERY OTHER WEEKEND OFF.

Hiring process:

Must pass a typing test

Oral Board Interview

Pass a thorough Background investigation

How to apply:

To, apply, please send a cover letter, completed application and resume to:

City of Center Line

Department of Public Safety

Attention: Kim Costa, Executive Assistant

7070 E. Ten Mile Road

Center Line, MI 48015

To get an application, visit our website at www.centerline.gov or you can pick one up at Center Line City Hall.