



POLICE DISPATCHER (PART-TIME)
JOB #2021-11 | OPEN UNTIL FILLED | \$19.00/hour

To apply for this opportunity, complete an *Employment Application for Police Department Jobs* at:

<https://www.bayharborislands-fl.gov/DocumentCenter/View/1861/Employment-Application-for-Police-Department-Jobs-pdf>

Summary: This is a part-time position responsible for the emergency and non-emergency calls for the police department. This position greets the public who visits the police station and provides courteous, prompt and knowledge customer service.

Duties & Responsibilities: The Police Dispatcher will be responsible for answering all emergency and non-emergency phone calls and coordinating the response of law enforcement officers to crime and accident scenes. Conducting record checks as needed, monitoring police radio, entering citations into records management system, assists with all aspects of property and evidence and performs other police department clerical / administrative work as needed.

Minimum Qualifications: High School Diploma or GED; ability to work shifts, evenings, weekends and holidays; must possess a valid Florida Driver's License with an acceptable driving record; knowledge of law enforcement procedures and applicable statutes. Must have CJIS (NCIC/FCIC), 9-1-1, TDD and Florida Department of Health 911 Public Safety Telecommunicator (FSS 401.465) certifications.

Skills & Abilities: Excellent customer service, ability to speak clearly, ability to remain calm during critical incidents, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally with residents, co-workers, and Town officials.

Physical Requirements & Working Conditions: The essential job functions of this position will require the employee to perform the following physical activities. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis: On a continuous basis, sit at desk and/or stand at counter for long periods of time. Frequently required to walk, see, hear and talk with the public and read presented documents. On occasion required to climb or balance, stoop, kneel, crouch, taste, or smell; intermittently twist and reach; lift or carry weight regularly of 10 pounds and on occasion weight of up to 40 pounds.

Additional Info.: If selected to move forward in the hiring process, you must pass a drug screening, submit fingerprints, and pass a Level 2 background screening. This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. Probationary period is one (1) year.

In order to be considered for this position, submit a completed application to the Human Resources Department. Applications may be found online at www.bayharborislands-fl.gov. If you have any questions, please contact Shaun Gelvez, HR Director (305) 866-6241.