



## VACANCY ANNOUNCEMENT

Job Title:	<b>Emergency Communications Dispatcher I</b>
Opening Date:	June 11, 2025
Closing Date:	Open until filled
Salary:	\$47,146 – 61,290 annually (depending on experience)
Job Type:	Full-time with benefits
Requirements:	see *NOTE below
Department:	Public Safety Center/Communications

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### JOB SUMMARY

The Emergency Communications Dispatcher receives incoming calls for police, fire, and emergency assistance; provides emergency communication services; gathers, receives, records, and disseminates information from police, fire, and other public safety offices and the general public to the appropriate party and/or agency; and performs a variety of technical dispatch duties in support of the emergency communications program for the City of Moore.

### EXPERIENCE AND EDUCATION

EXPERIENCE: None required

EDUCATION: A high school diploma or equivalent (GED) is required; additional technical training related to public safety dispatching and the use of related equipment is preferred.

\*NOTE:

- ✓ Applicants must be at least 18 years of age on the first day of employment
- ✓ Applicants must be legally eligible to work in the United States
- ✓ Applicants must possess or be able to obtain a valid Oklahoma Driver's License
- ✓ Applicants must be able to pass an extensive background check
- ✓ Applicants must be available for shift work and required overtime
- ✓ Applicants must be able to type a minimum of 25 WPM

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Application and additional information about this job can be found at  
[www.cityofmoore.com/911hiring](http://www.cityofmoore.com/911hiring)  
or you can email [dispatchhiring@cityofmoore.com](mailto:dispatchhiring@cityofmoore.com).

**City of Moore is an Equal Opportunity Employer**