



# City of Moore

## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	<b>EMERGENCY COMMUNICATIONS DISPATCHER I</b>
<b>Open Date:</b>	May 26, 2026
<b>Closing Date:</b>	Open until filled
<b>Pay Rate:</b>	\$48,467 – 63,006 annually (depending on experience)
<b>Job Type:</b>	Full-time with benefits
<b>Department:</b>	Communications/Dispatch at the Public Safety Center

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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.

### EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- No experience required
- Must possess, or be able to obtain, a valid Oklahoma Driver's license

### ADDITIONAL REQUIREMENTS

- ✓ 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 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

<https://www.cityofmoore.com/911hiring>  
or email [dispatch-hiring@cityofmoore.com](mailto:dispatch-hiring@cityofmoore.com)

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at [hr1@cityofmoore.com](mailto:hr1@cityofmoore.com) or 405.793.5004.

City of Moore is an Equal Opportunity Employer