



VACANCY ANNOUNCEMENT

Job Title: Emergency Communications Dispatcher
Closing Date: Open until filled
Salary: \$16.47 Hourly
Job Type: Full Time
Department: Communications Public Safety Center

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

This is a professional position requiring the ability to swiftly and accurately react to multiple, constantly changing emergency situations.

Responsibilities include; accurate and swift reception, evaluation, and disposition of emergency and non-emergency information from a variety of sources including 911, telephone and public radios.

Position requires typing certificate of at least 35 wpm with no mistakes. Emergency communications is an around the clock operation, therefore the position requires the ability to work rotating shifts and days off.

ALL APPLICANTS MUST COMPLETE A DISPATCHER APPLICATION AND THE FITFIRST JOB ASSESSMENT

To register for the assessment, go to: <https://COWIB.FitFirstJobs.com> create an account at - Jobseekers Register Here. Complete the Fit First Jobs assessment (You will not be considered without the assessment). Your **JOB CODE** for this position is **COMECD**.

Return completed application to the Public Safety Building at 117 E. Main.

Selected applicant must pass background investigation and drug screen.

Selected applicants must also complete a job assessment.

For additional information regarding the job description please visit www.cityofmoore.com

City of Moore is an Equal Opportunity Employer