The City of Toppenish Police Department
Recruiting for: Dispatcher/Clerk

Provide a variety of duties/tasks in the dispatch center to support law enforcement operations. Answers phones, dispatches officers, and maintains contacts with field units and citizens. Provide a variety of administrative and clerical duties such as conducting criminal records checks, permit application processing, scheduling activities, filing, record keeping, billing activities, data entry/searches, vehicle checks, warrant checks, etc. May report to Lead Dispatcher, sergeant or other command officer.

The position encounters frequent new and varied work situations and involves a high degree of complexity or difficulty due to multi-tasking of high-stress, time sensitive events. Operate from established and well known procedures. Job tasks are usually performed independently with minimal supervision. Work is normally verified or checked by immediate supervisor, other dispatchers or sergeant. Errors in work or judgment could cause time delays, liabilities for the City, and/or safety issues.

SKILLS & ABILITIES REQUIRED

- Ability to operate personal computers, office machines/equipment, communication equipment, and closed circuit security systems.
- Possess strong interpersonal communication skills to work with difficult, angry, stressed and/or intoxicated individuals.
- Ability to use discretion in all contacts and possess the capacity for teamwork.
- Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment.
- Ability to read, write, speak and understand English.
- Physical activities require sitting, talking, reaching, hearing, seeing, handling, grasping, repetitive motions of hand/wrists, keyboarding and walking.
- Job may require lifting or carrying up to 50 pounds.

EDUCATION AND/OR EXPERIENCE:

- Position requires one year experience in an office environment or equivalent.
- Position requires high school level of education.

EXCELLENT BENEFITS: $2,982 to $3,734 (Teamsters, FLSA Non-Exempt Position) *Medical *Dental *Vision *PERS Retirement *Paid Vacation *Sick leave *Paid Holidays *Deferred Comp Program *Longevity (after 2 years) *Up to 40-hr Vacation cash-out per year

HOW TO APPLY: The City will be conducting examinations to establish a Civil Service Eligibility List. Applicants must be on an eligibility list to qualify for any openings. Testing **info may be found online and an application completed at www.publicsafetytesting.com.** Successful applicants will be invited to the oral boards.

JOB DESCRIPTION: See the City's Dispatcher/Clerk Job Description for complete description of the position.

The City of Toppenish is an equal opportunity employer. Women and minorities strongly encouraged to apply.