



DATE: 6/23/2010

PART TIME JOB OPENING

JOB TITLE: POLICE DISPATCHER (Part-time)

DEPARTMENT/DIVISION: Police/Communications

EMPLOYEE GROUP: Police Communications Association/POLC

STARTING DATE: A.S.A.P.

HOURLY RATE: \$21.12 - \$23.95; (20+ hours a week; work schedule will vary).

PREVIOUS WORK EXPERIENCE: Two years of previous dispatch experience preferred.

SPECIAL TRAINING AND SKILLS: Good computer keyboard skills, ability to multi-task a must. Knowledge of LIEN, CLEMIS systems, C.A.D. and M.D.T. computer systems desirable; good communication skills for interaction with the public. Must be able to deal with people in crisis / stressful situations via telephone. Must be able to type 35 words per minute.

EDUCATION: High School graduate or equivalent.

BASIC RESPONSIBILITIES: Receive incoming calls and dispatch emergency services. Monitor the status of police and fire units on duty via computer systems and radio. Perform LEIN & CLEMIS checks concerning driving and criminal records, warrants, and vehicle registration information and send administrative messages.

HOW TO APPLY: Complete a City of Farmington Hills application and submit to the Human Resources Department, 31555 Eleven Mile Road, Farmington Hills, MI 48336. Applications are located on the City Website at www.fhgov.com.

APPLICATIONS WILL BE ACCEPTED UNTIL: 7/16/2010

EQUAL OPPORTUNITY EMPLOYER