



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Public Safety Dispatcher. Two positions are available.

POSITION LOCATION:

St. Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time; Hours may vary.

JOB SUMMARY:

The Public Safety Dispatcher position receives emergency calls by telephone, radio system or computer-aided dispatch system. They question callers to obtain the information needed to determine an appropriate course of action.

This position works under the direct supervision of the Director of Public Safety/Chief of Police and may take functional director from the Corporal. This is considered an entry level position where work is performed according to established policies, procedures, and/or protocols with little variance from those procedures.

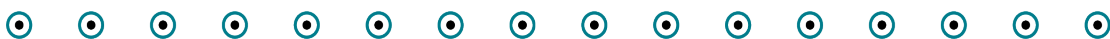
The position involves frequent contact with division, department, and City employees and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Monitors, screens and reports all 911 calls to officer on duty
2. Maintains radio contact with the officer on duty.
3. Enters all calls for police, fire, or EMS assistance into Report Exec database.
4. Assists with filing, photocopying and faxing.
5. Maintains and ensures the security, safety, cleanliness and upkeep of office areas.
6. Monitors the jail area using the video monitor.
7. Monitors and records vessel traffic in and out of the St. Paul Harbor.
8. Issues emergency alerts to first responders and community using NIXLE.
9. Performs jail guard duties as needed.
10. Performs other duties as required or directed by Director of Public Safety/Chief of Police, Corporal or Police Officers.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED.
3. Must be a team player.
4. Communicate effectively with Public Safety personnel, the public and other external contacts on the telephone, two-way radio, or in person.
5. Basic English, grammar, spelling and simple mathematics.
6. Use of computer, email and public safety related software.
7. Knowledge of or ability to learn relevant codes and safety regulations.
8. Gather and accurately record and relay information pertinent to complainant calls.
9. Provide assistance in a courteous, professional manner.
10. Read and become knowledgeable with jail rules.
11. No felony convictions or disqualifying criminal history;



12. Must abide by the City of Saint Paul's alcohol and drug free work place policies and submit to a pre-employment drug test.

WAGE AND BENEFITS:

The wage for this position ranges from \$14.75 to \$25.61 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at mbaker@stpaulak.com or at www.stpaulak.com.

Posted September 03, 2019