

Public Safety Dispatcher

The Johnson County Joint Emergency Communication Center (JECC) is currently accepting applications and resumes for the position of Full-Time Public Safety Dispatcher and one (1) Part-Time Public Safety Dispatcher that will work up to thirty (30) hours per week. The Public Safety Dispatcher dispatches emergency calls including fire, ambulance and crimes in progress calls by radio, telephone and computer. Answers and dispatches all routine calls by radio, telephone and computer. Operates computers to enter information regarding warrants, missing person, stolen property, etc. and to receive needed information. Files and keeps records. Performs all other related duties as assigned.

QUALIFICATIONS: High school diploma or equivalent required. Knowledge of office procedures and standard office equipment including the basic knowledge of personal computers and applications. Ability to hear at a normal speaking range; ability to establish and maintain good working relations with the general public under all circumstances; ability to speak in a clear, concise voice; ability to understand and follow oral and written instructions; ability to learn and memorize code and procedures; ability to read maps; ability to work effectively under stressful conditions regardless of the situation; ability to type a minimum of 45 wpm by completing a typing assessment using Critical public safety dispatcher pre-employment testing, skills in the operation of two-way radio, multi-line telephone, TDY for the Deaf, computer aided dispatch and NCIC/IOWA system software, digital paging system and computer; State of Iowa NCIC Certification within six (6) months of employment; completion of ILEA 40 hour telecommunicator school within one (1) year of hire; completion of BIST training; must possess a valid driver's license to operate a motor vehicle in the State of Iowa and pass a thorough background check which includes a criminal history review. Regular work attendance required.

SHIFT: Must be able to work all shifts, including voluntary and forced overtime without any restrictions.

SALARY: Starting Hourly Wage is \$18.56/hour to \$20.56/hour depending on prior experience plus \$0.30 shift premium, if applicable. Starting wage for Part-Time is \$18.56/hour.

DEADLINE: 5:00 p.m. on May 5, 2017. No phone calls please.

APPLY AT: Applications can be downloaded from our website at: <http://www.jecc-ema.org>. Submit resume and cover letter along with a completed job application to employment@jecc-ema.org or by mail to the address below:

Tom Jones, Executive Director
Joint Emergency Communications Center
Re: Public Safety Dispatcher
4529 Melrose Avenue West
Iowa City, Iowa 52246

The Joint Emergency Communications Services Association is an affirmative action equal opportunity employer.