



GROSSE POINTE PARK DEPARTMENT OF PUBLIC SAFETY DISPATCHER

DUTIES:

A Grosse Pointe Park Public Safety Dispatcher is a civilian position responsible for receiving both emergency, as well as non-emergency calls. They must assess a variety of situations and respond accordingly by dispatching the appropriate, police, fire or EMS unit(s). Dispatchers in Grosse Pointe Park also provide communication services for the City of Grosse Pointe and are responsible for greeting the public as well as administering clerical duties (i.e. maintaining files, reports, lost/found property, dog and bike licenses) as needed.

Training is provided in the use of the 911/Texty 911, LEIN/NCIC (Law Enforcement Information Network) computers, CAD (Computer Aided Dispatch), record/report writing system, radio operations, as well as basic public safety operations and procedures.

QUALIFICATIONS:

- Minimum of 18 years of age
- High School Diploma or GED Certificate
- Multi-task under a variety of circumstances
- Good command of communication skills
- Follow written and oral directions
- Ability to work alone and make proper decisions in emergency situations.
- Work well within a public safety environment dedicated to public service and protection
- Be willing to undergo a thorough background check
- A friendly and compassionate demeanor is essential for this position.

WAGES:

Starting pay \$44,138.64 to \$57,482.88 after 49 months. Higher starting salary for prior experience in another municipality. Overtime and holidays, pay premium.



SCHEDULE:

Dispatchers work a 12-hour schedule: 7 am-7pm, 7pm-7am totaling 84 hours in a 14-day period.

BENEFITS:

Defined Benefit Pension Plan • Deferred Compensation Plan with 4.5% matching by employer
Health/Life/Dental/Optical insurance • Retiree Health Savings Account
Paid Vacation Days • Longevity pay after five years of service • Shift differential for 7pm-7 am shift