

City of Southfield Job Opportunity Announcement

Public Safety Technician – 911 Dispatcher - Southfield Police Department

Pay Range:

\$43,508 to \$48,969; plus \$1.50 per hour for every hour worked as a Dispatcher

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.
Uniforms provided.

Job Duties:

- Receive and prioritize incoming emergency and non-emergency calls, complaints, and inquiries from the public.
- Evaluate information and dispatch police, fire, and emergency medical assistance.
- Perform crisis intervention with distraught callers when necessary.
- Use good judgment and common sense in making decisions and maintain composure during extremely stressful situations
- Operate communications equipment including computers, radios, and telephones.
- **Full time shift work—including days, afternoons, midnights, weekends, and holidays. Mandatory, unscheduled overtime may be required, depending on staffing.**
- Performs other duties as assigned.

Job Requirements:

- High school diploma or equivalent
- Must have no felony convictions and no record of serious misdemeanor convictions.
- Excellent English communication skills, both oral and written.
- Current expertise or ability to learn to operate Computer Aided Dispatch system and other office equipment.
- Typing ability of 30 w.p.m.; must be able to read and interpret maps.
- Ability to pass a skills test, driving record and criminal history check, background investigation, psychological evaluation and physical exam prior to employment.
- Valid driver's license and must meet the City of Southfield driving record standards

How to Apply:

Applications can be downloaded from the City's website at www.cityofsouthfield.com/jobs

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

This is a full-time position open to the Public and all City of Southfield employees. This position will remain open until filled.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

The City of Southfield is an Equal Opportunity Employer and Drug Free Workplace

JS Last Updated: Jan 10, 2022



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 or hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.