



CITY OF GRANTS PASS - JOB OPPORTUNITY 9-1-1 DISPATCHER

ANNUAL SALARY RANGE: \$48,929 - \$66,769



WORKING FOR THE CITY | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

POSITION SUMMARY | The City seeks a positive role model to be a 9-1-1 Dispatcher who is ethical, supportive to Council Goals, innovative, is receptive to ideas and opinions, and focuses on the betterment of the individual, organization, and community. Successful applicants will have strong keyboarding skills, outstanding interpersonal and judgment skills, the ability to multi-task during intense situations and handle high volume workloads. Incumbents are responsible for answering emergency 9-1-1 and non-emergency telephone calls and directing appropriate and timely resources. Responsibilities include prioritizing calls, tracking unit status, and dispatching emergency personnel to crime scenes and calls for service.

MINIMUM JOB REQUIREMENTS | A High School Diploma or GED and one year of customer service experience, including the use of computers is required; public safety experience is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

ADDITIONAL REQUIREMENTS | Law Enforcement Data System Certificate within 60 days of appointment, Basic Telecommunications Certificate, and Emergency Medical Dispatch Certificate within one year of appointment, Certification of 40 words per minute with a minimum 95% accuracy to demonstrate keyboarding skills.

Our Public Safety Department is a 24-7 operation and all candidates will be required to work nights, weekends, rotating shifts and holidays.

We invite and encourage all our prospective applicants to view the YouTube video:
<https://www.youtube.com/watch?v=497uMOa8oq0> prior to submitting an application.

Application deadline:

**April 30, 2021
At 5:00 p.m.**

APPLY ONLINE TODAY

www.grantspassoregon.gov



City of Grants Pass Human Resources
101 NW A Street
Grants Pass, Oregon 97526
541-450-6050

VISIT US AT WWW.GRANTSPASSOREGON.GOV