



CITY OF GRANTS PASS - JOB OPPORTUNITY EMERGENCY CALL TAKER

ANNUAL SALARY RANGE: \$48,498 - \$61,897



Application deadline:

**December 29, 2023
At 5:00 p.m.**

APPLY ONLINE TODAY

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 | An Emergency Call Taker receives calls and utilizes procedures to direct callers. This position will be trained to perform work in answering calls requesting emergency service and providing routine information. The Emergency Call Taker will need to excel in customer service and typing in a fast-paced work environment.

Typical work hours for this position will be swing shift.

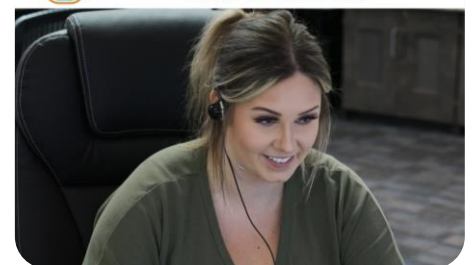
MINIMUM JOB REQUIREMENTS | A High School Diploma or GED and one year of customer service experience, including the use of computers is required; public safety experience is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Applicants must demonstrate certification of 40 words per minute with a minimum of 95% accuracy keyboarding skills.

Benefits: Full-family medical for about \$220 per month, PERS retirement with the City contributing the employer and employee portion of contributions, health reimbursement account, life insurance, and long term disability.

Questions regarding this role may be directed to:
humanresources@grantspassoregon.gov.



**JOB OPPORTUNITY
EMERGENCY
CALL TAKER**



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

VISIT US AT WWW.GRANTSPASSOREGON.GOV