JOB POSTING

DATE: February 25, 2020
POSITION: 9-1-1 Dispatcher / Telecommunicator
DEPARTMENT: Police Department – Dispatch Center
HOURS: Full-time; Work shift varies, 24x7, Monday through Sunday
SALARY: $18.6014 per hour / $38,690.83 annual plus benefits

JOB DUTIES: Receives, evaluates, prioritizes, and dispatches police, fire and emergency medical service calls. Answers emergency and non-emergency telephone calls and responds accordingly. Monitors and broadcasts information to field units and provides them with information, as required. Enters warrants, missing persons, and stolen/lost property into LEADS/NCIC. Maintains warrant files. Performs other ancillary duties as assigned.

QUALIFICATIONS: The ideal candidate is self-motivated, with exceptional multi-tasking and organizational skills, able to work in a high stress environment with a minimal amount of direct supervision. Must be computer literate. Must be a United States Citizen. Must pass a thorough background investigation, including polygraph and psychological examinations. Must be of good moral character. Must establish residency within the Village of Lansing by eighteen (18) months of employment. Must be at least eighteen (18) years old. High school diploma or G.E.D. equivalent. Able to work shift work, weekends, holidays, and/or extended hours when necessary. Must have good public relations and telephone skills. Must have a good performance record in current assignment. Prior dispatch / Tyler New World Systems experience is preferred.

DEADLINE: Open until filled – Oral interviews of qualified candidates to be determined.

To receive consideration, please submit your resume to Deputy Chief Steven Roberts at the Lansing Police Department, 2710 170th Street Lansing, Illinois 60438. Your resume may also be submitted as an email attachment to sroberts@villageoflansing.org. If you submit a resume by email please make the subject line of the email the position you are applying for. Faxes not accepted.

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