

NOTICE
POSITION OPENING

POLICE RADIO DISPATCHER I

The City of Camden, Arkansas, is accepting applications for the position of Police Radio Dispatcher I in the Administration Division of the Police Department.

The Police Radio Dispatcher I is under the direction of the on-duty Watch Commander, Commander of the Administrative Division and the on-duty Dispatcher II. The Dispatcher I is responsible for transmitting, receiving and routing in an efficient, calm and professional manner, public requests for police and fire services or information to the appropriate field unit or division of responsibility. The Police Radio Dispatcher I is expected to maintain current and legible logs, complete desk reports on all calls for police and fire service, dispatch patrol officers and firefighters, maintain report logs notify additional emergency service agencies, obtain and transmit via radio information to patrol officers and firefighters, enter information into the computer system, compute costs and collect money for fines and bonds among other duties as required.

Applicants must be high school graduates or equivalent and have some knowledge of proper techniques, methods and procedures used in effective law enforcement, have basic knowledge of filing systems, must possess good human relation skills, must be computer literate, have basic typewriting skills, have good penmanship and the ability to multi-task.

Applicants must be available to work shift work, be a resident of Ouachita County at the time of employment, possess an operational telephone at place of residence, and pass a thorough background investigation and not have been convicted of a felony. Applicants must possess a valid Arkansas Driver's License.

Pay range is \$9.11 - \$9.64 per hour, 40 hours per week, plus a full fringe benefit package is included. Health and life insurance premiums for the employee are paid in full by the City of Camden.

Applications for this position will be accepted until 5:00 p.m. Friday, April 15, 2011.

Interested persons may obtain an Application for Employment form from the City Clerk's office located in the Municipal Building, 206 Van Buren Street, Camden, AR 71701 or by calling 870.836.6436 or online at www.camden.ar.gov.

The City of Camden is an EOE.