

**TOWN OF RICHLANDS
JOB DESCRIPTION**

Department: Police Department

Job Title: Dispatcher

Reports To: First Sergeant

Classification: Hourly Non-exempt

DUTIES AND RESPONSIBILITIES:

Responsible for dispatching calls for service, for police department, fire department, emergency medical services, electrical department, street department and other Town of Richlands utility services. Dispatchers are charged with implementing the department's rules and regulations concerning communications and are to see that these rules and regulations are complied with. Dispatchers perform a variety of task conducive with the daily operation of the police department, fire department, emergency medical services, electrical department, street department and other Town of Richlands utility services. Applicant must possess good communications skills, become familiar with and be able to operate telephone equipment, communications equipment, computer equipment, Computer Aided Dispatch, NCIC and VCIN Computer Terminal and become proficient in the use of Microsoft Office. Also be able to perform other basic law enforcement support functions as is required of a dispatcher and records clerk.

EDUCATIONAL:

High School Diploma or GED certificate required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have good communication skills, ability to operate assigned telephone, communications equipment, some knowledge of Microsoft Office Software, record and take information accurately and under stressful conditions. Applicant must also be able to perform or have some knowledge of clerical skills. Performs all duties assigned by the Chief of Police, Communications Division Sergeant or Shift commander.

SPECIAL LICENSES OR CERTIFICATIONS:

Must possess a valid Virginia Operators License with good driving record. Also must be capable of successfully completing the Department of Criminal Justice

Services Basic Dispatchers School, also must successfully complete the Virginia State Police certification as an NCIC and VCIN Terminal Operator. In addition to other required training that might be required of the applicant.

BACKGROUND INVESTIGATION:

Applicant will be subjected to a pre-employment physical examination, drug screening, pre-employment polygraph examination, and through background investigation. Applicant will be subject to a criminal history records check.

PHYSICAL STANDARDS:

Must be able to perform, but not limited to, physical task such as lifting, stretching and be able to subject themselves to long periods of sitting.

SALARY RANGE: \$11.50 to \$15.50 per hr.

APPLICATION DEADLINE:

Applications along with updated resume should be submitted to the Richlands Police Department, 1851 Cranwell Drive. Position will remain open until filled. Must use Police Department application.