



28 East Main Street
West Jefferson, OH 43162

Part-Time Police Dispatcher

The Village of West Jefferson is accepting applications for the position of Part-time Police Dispatcher. This position receives incoming calls for police and emergency services, dispatches officers as appropriate, and monitors police radio alarms. Candidates must be able to document police service requests in an electronic records management and dispatch system, operate National Crime Information Center (NCIC) console and a computer aided mobile dispatch system, and be LEADS certified or have the ability to become certified.

Qualified candidates need to be at least 18 years of age and have a High School diploma or GED. Three to five years of experience in an equivalent position is preferred. Candidates must have no criminal background, and a good driving record, with a valid Ohio driver's license. Applicants must be able to hear and converse verbally by telephone, two-way radio, and in person, have the ability to work with a diverse population and the general public and be willing to work any shift, weekend, and holidays, and perform on-call and respond to after-hour emergencies. Strong computer skills with basic software packages and the ability to learn department software is necessary, along with an ability to remain composed and able to respond professionally in stressful situations.

This position pays between \$17.00 and \$21.19 per hour, depending on experience.

A detailed job description may be obtained in our Police Department at 28 E. Main Street, West Jefferson, Ohio. All applications should be turned into the West Jefferson Police Department or emailed to cfloyd@westjeffersonohio.gov until the position is filled.