



Wyandotte Police/Downriver Central Dispatch Part-Time Emergency Dispatcher

Hourly Rate: \$15.00 per hour

Schedule: Part-time position; 29 hours per week (Primarily Off-Hours)

General Statement of Duties: Receive 911/non-emergency calls for the cities of Wyandotte, Lincoln Park, Allen Park, and Southgate. Dispatch and communicate calls to the proper discipline, e.g. police, fire, EMS. Monitor radio transmissions and LEIN messages. Perform LEIN and RMS checks upon request of police officers.

Responsibilities include:

- Effectively manage each call per established policies & procedures
- Gather critical information and relay that information to responding emergency units
- Provide EMD (pre-arrival instructions) to persons in need of immediate life-saving intervention when necessary
- Maintain the highest level of confidentiality and professionalism

Required Knowledge, Skills and Abilities: Excellent communication skills; the ability to establish and maintain effective working relationships with other employees and the public; be proficient with a computer; possess competent keyboarding (typing) skills.

Basic Requirements:

- High School Diploma or GED
- Minimum 18 years of age
- No Felony Convictions
- Good Moral Character
- Ability and Willingness to work Midnights, Weekends, and Holidays