

Emergency 911 Dispatcher

DeMotte Police Department

DeMotte, IN

The DeMotte Police Department has a current opening for a **Full Time Emergency 911 Dispatcher**. Emergency 911 Dispatchers are Public Safety Professionals with the primary assignment of performing work in the protection of life and property through emergency communications.

Emergency 911 Dispatchers are required to:

- . Answer incoming emergency telephone communication lines and acquire pertinent information for dispatching emergency response groups.
- . Dispatch appropriate police, fire, and emergency medical response agencies to emergency situations.
- . Provide medical instruction (as needed) prior to the arrival of medical personnel.
- . Manage radio communications.

- . Operate a Computer Aided Dispatch System (CAD).
- . Maintain the status of all police units, emergency medical response agencies to emergency situations.
- . Provide medical instructions (as needed) prior to the arrival of medical personnel.
- . Manage radio communications.
- . Operate a Computer Aided Dispatch System (CAD).
- . Maintain the status of all police units, emergency response agencies and command personnel during emergency situations.
- . Maintain appropriate certifications.

Emergency Dispatchers must:

- . Be calm and even-tempered
- . Be decisive
- . Be able to process incomplete information, quickly assess the situation and provide appropriate response of emergency agencies.
- . Be able to work independently and as part of a team
- . Be assertive, professional, self-confident and mature
- . Have exceptional speaking and listening skills

- . Be dependable and reliable, and willing to work holidays and weekends.
- . Pass background check.

Benefit package included

Applications are due by Dec 21st, 2018 and can be printed at www.demottepolice.com or picked up in person at the DeMotte Police Department