

City of Pleasant Valley, Missouri

Kansas City northland suburb

Accepting Applications For:

Dispatcher/Communication Officer (Full Time)

Rewarding position for those ready to make a difference. We will train.

- Salary Range: \$31,000 - \$36,000/yr (BOQ), Lateral entry based upon experience
- 12 hour shifts with every other three-day-weekend off
- Benefits that include:
 - Health, Dental, Vision, & Life Insurance coverage offered
 - 80 hours paid Vacation per year
 - 96 Sick hours accrued per year
 - 9 paid Holidays per year
 - 2 paid Personal Days per year
 - 457(b) Retirement Plan with 3% of salary contributed from the City, 100% vesting from date of hire

Description:

Operational level full time position dispatching Police, Fire, and Medical personnel to both emergency and non-emergency calls for service. Answer 911 emergency phone lines, administrative phone lines, and communicate effectively via radio, phone, and in-person. Other administrative tasks and duties required.

Qualifications:

- High School Diploma required / some college preferred
- Strong organizational skills / Ability to prioritize and multi-task
- Ability to remain calm during stressful situations
- Demonstrates a history of using good judgment
- Excellent listening skills / Customer Service
- Data Entry / Typing
- Reliable and dependable
- Ability to learn
- Ability to work independently

Apply on-line:

Access Employment Application at: www.pleasantvalleymo.org

Click-on "**EMPLOYMENT**" under the **City Departments** tab, then access the on-line **Employment Application** for **Communication/Dispatch Officer**.

City Hall is open, M–F, 8–5 pm, if you have any questions, (816) 781-3279.

6500 Royal Street

Pleasant Valley, MO 64068

Posted 7/30/2020 (Job Posted until filled)