



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873®

PUBLIC SAFETY DISPATCHER

DEPARTMENT OF PUBLIC SAFETY & TRANSIT / FULL TIME

PRIMARY RESPONSIBILITIES

- Receives and transmits routine and emergency radio and telephone calls to officers, staff and other departments
- Monitors radio transmissions for the support of officer safety and to direct requests for services
- Enters and retrieves confidential computer records and disseminates information to appropriate personnel
- Monitors multi-channel radio transmissions, fire alarms, closed circuit cameras, and environmental alarms of buildings
- Maintains files, logs, and enters information received into a dispatch and records management system.

REQUIRED QUALIFICATIONS

- High school diploma or GED
- Successful completion of a thorough background investigation
- Certified by Missouri State Highway Patrol Communication Division
- Two years' experience in the telecommunication or police dispatching field
- Knowledge of computer and radio technical operations
- Knowledge of MSOffice
- Familiarity with communication and/or alarm systems
- Excellent interpersonal, verbal and written communication skills
- Ability to work all shifts, specifically the midnight shift, but also including day and evening shifts, week-ends and Holidays
- Ability to work independently with minimal supervision
- Demonstrated experience with and understanding of customer service
- Demonstrated commitment to a diverse work environment, including working with multi-cultural populations and an understanding of, and sensitivity to, issues affecting women and minorities.

APPLICATION DEADLINE: To ensure full consideration, application materials must be received by 10/18/2019.

The position is available immediately and will remain open until filled.

TO APPLY: Submit the following items online at <http://agency.governmentjobs.com/semoedu/default.cfm>

- Letter of interest addressing position qualifications
- Current resume
- Names and contact information of three professional references