



Job Posting - Berkley Department of Public Safety
Police Service Aide- Dispatcher

Description:

Under the supervision of the Lieutenant or other shift commander, receives and dispatches emergency calls. Collects and enters information from the LEIN system, performs a wide variety of administrative and clerical tasks, and interacts effectively with wide range of public safety agencies.

Pay Range:

\$51,102.00-\$58,137.60

Job Duties:

- Receives, processes and prioritizes all incoming calls. Assists citizens at the front desk.
- Dispatches fire, ambulance, police, animal control and public works to emergency and non-emergency calls for assistance.
- Utilizes the Michigan Law Enforcement Information Network (LEIN). Makes inquiries and enters and removes warrants, personal protection orders, and conditions of bond and other information.
- Checks LEIN system for criminal records and relays applicable information to other agencies.
- Contacts other police agencies in regard to warrants and other matters.
- Enters impounded and abandoned vehicles in the system or releases them.
- Testifies in court related to calls received.

Minimum Qualifications:

- A high school diploma or equivalent. Vocational training in computer software and database usage preferred.
- One year of experience as a dispatcher, preferably in a public safety setting preferred but not required.
- Ability to acquire LEIN certification as a condition of hire. Ability to pass a background check, physical, and psychological evaluation. Must have no felony or serious misdemeanor convictions.
- Ability to work a seven-day, 24 hour/day operational schedule.
- Knowledge of the laws, regulation and policies governing police department functions and other public safety processes.
- Skilled in operation of standard office equipment including computers and related word processing, spreadsheet and database applications. Ability to type and enter data rapidly and accurately.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees.
- Ability to read, write and speak English, and follow complex oral and written instructions.
- Ability to work effectively under stress, emergency situations, and changes in work priorities.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at Jstover@berkleymi.gov . Applications can be downloaded on the City website by following the link below:

<https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.