

Police Dispatcher (Grade 11/7)

Salary

\$45,240.00 - \$64,313.60 Annually

Location

Huntsville, AL

Job Type

Full-Time

Job Number

5639

Department

Police

Opening Date

06/04/2024

Closing Date

8/23/2024 6:00 PM Central

- DESCRIPTION
- BENEFITS
- QUESTIONS

Nature of Work

THE CITY OF HUNTSVILLE'S POLICE DEPARTMENT WANTS YOU!

**The City of Huntsville's Police department is seeking qualified applicants to fill
our
Police Dispatcher position(s).**

**Exciting Career Opportunities for Smart and Talented People.
Come join our growing Police Team! Apply today!**

About our Department:

Huntsville Police's Communication Division proudly employs a team of highly motivated individuals who are often the department's first line of communication with the public during an emergency. Primary responsibilities include fast and efficient work in dispatching and processing calls to appropriate personnel. The Huntsville Police Department (HPD) is located near the City's downtown business and historic districts. Huntsville has 3 Police Precincts, approximately 500 sworn officers, 200 civilian personnel and patrols an area of around 220 square miles. HPD is a "Professional Law Enforcement Organization" utilizing modern technology, state of the art equipment and comprehensive training techniques. The Department is an internationally accredited law enforcement agency through the "Commission on Accreditation for Law Enforcement" (CALEA).

Police Dispatcher Position Overview:

This is specialized communications work in receiving and dispatching accurate information on an assigned shift to appropriate personnel. Positions in this class are employed in police communications and dispatch personnel based on seven-digit calls and 911 calls. Work involves responsibility for the operation of specialized radio utilizing multiple channels and frequencies in a communication center. Position requires fast, efficient, and accurate receiving, dispatching, and processing of calls and messages from and to appropriate vehicles and personnel. Employees work with considerable independence, subject to instructions or orders to meet special operating circumstances or emergencies.

Qualifications and Necessary Special Requirements:

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency and some experience in basic computer operations; experience operating communications equipment is desired.

Must possess and maintain a valid driver's license.

Must successfully complete a pre-employment supplemental application and polygraph examination.

Must submit to a pre-employment fingerprinting background check.

Must pass a pre-employment skills examination and type at least 30 words per minute on a computer keyboard.

Must obtain Police Association of Public Safety Communications Officers (APCO) Certification within 6 months of hire or promotion.

Must obtain Alabama Criminal Justice Information Systems (ACJIS) Certification within 6 months of hire or promotion.

Required Qualifications:

ALL APPLICANTS WILL BE REQUIRED TO ATTEND A MANDATORY POSITION OVERVIEW/ORIENTATION CONDUCTED BY POLICE COMMUNICATIONS PERSONNEL AT THE HUNTSVILLE MADISON COUNTY 911 CENTER - 1570 OLD MONROVIA RD NW. HUNTSVILLE, AL 35806. APPLICANTS ELIGIBLE TO PARTICIPATE - THOSE WHO MEET THE QUALIFICATION REQUIREMENTS - MAY SELF SCHEDULE AN APPOINTMENT FOR THE MANDATORY POLICE DISPATCHER ORIENTATION/EXAM IMMEDIATELY AFTER SUBMITTING AN APPLICATION USING THE INSTRUCTIONS BELOW. AFTER THE POSITION OVERVIEW/ORIENTATION, THOSE WHO WISH TO CONTINUE IN THE PROCESS, WILL BE REQUIRED TO TAKE AN EXAM PROCTORED BY POLICE

COMMUNICATIONS PERSONNEL. THE ORIENTATION AND TESTING WILL TAKE APPROXIMATELY 2-3 HOURS.

INSTRUCTIONS TO SELF SCHEDULE:
Click on your username in the upper right-hand corner

1. Log into [Governmentjobs.com](https://www.governmentjobs.com) click the "Your Account" or "Sign In" link
2. Log in as a Career Seeker
3. Click on your username in the upper right-hand corner
4. Click the "Application Status" link
5. Click the "Schedule Exam" link
6. Select the desired available exam date/time and location (Out of town applicants that are not able to attend the dates available, must contact Sgt. Dana Springfield at 256-722-7107 for more information regarding the orientation/exam)
7. Click "Submit"

Applicants who self-schedule for the mandatory Police Dispatcher Orientation/Exam will receive an email with additional information prior to their appointment date/time. Additionally, applicants must present a valid driver's license at the time of their appointment. Applicants who arrive late, fail to attend, or fail to make other arrangements, will be automatically eliminated from the hiring process. Applicants who successfully pass the exam will be eligible for an oral interview and must also pass an extensive background investigation which includes a supplemental application, polygraph, fingerprinting background, and pre-employment physical and drug-screening test.

For More Information Regarding the Police Dispatcher Job Duties, Please Visit the Websites Below:

<https://www.governmentjobs.com/careers/huntsville/classspecs/1638014>

Agency

City of Huntsville

Address

308 Fountain Circle
Municipal Building-1st Floor
Huntsville, Alabama, 35801

Phone

(256) 427-5240

Website

<https://www.huntsvilleal.gov/government/jobs/>