



JOB TITLE: Full -Time Radio Dispatcher

FLSA Status: Non-exempt

Reports to: Radio Dispatcher Supervisor

SUMMARY:

The Elba Police Department is now accepting applications for the position of FT Radio Dispatcher. This individual will be responsible for communications work; receiving and transmitting messages via radio, telephone, computer aided dispatch (CAD), data transfer and assist in controlling situations and providing post-dispatch information/pre-arrival instructions.

QUALIFICATIONS:

A completed employment application.

Knowledgeable of the geography of the area serviced by the Elba Police Department to include knowledge of streets, roads, and highways in the adjacent area of the county.

Must be familiar with police communications procedures on all communications systems and devices within the department.

OPENING DATE:

Immediately

CLOSING DATE:

Until position is filled.

BENEFITS:

The City of Elba offers free employee BCBS and Dental Insurance; State Retirement; and paid vacation, sick time and holidays.

ADDITIONAL INFORMATION:

Applications are available at the Elba Police Department at 304 Simmons Street, AL 36323 or on-line at www.elbaalabama.net. All applications should be submitted to the Elba Police Department. You may also email your application, resume and cover letter to info@elbaal.gov. Be sure to specify in the subject line of the email the position that you are applying for in order to be considered for this position.

EOE