

## **Emergency Service Dispatch/Jailer**

### **Overview:**

The City of Glenpool is currently accepting applications for an Emergency Service Dispatch/Jailer. This is a fulltime, non-exempt permanent position.

### **Description**

Under general supervision of the Dispatch Supervisor, receives requests for police, fire, and emergency medical assistance from the public. Dispatches and/or relays calls for service to the appropriate police, fire, and emergency medical agencies or units. Assists emergency service agencies by collecting, retrieving, and disseminating information vital to operations. Acts as a jailer providing supervision, cleaning duties, meals and phone calls for prisoners. Shift work required, including holidays. Must have excellent oral, listening and writing skills; the ability to function effectively and courteously under pressure and be able to multi-task. Knowledge of Computer Aided Dispatch systems and multi-phone line services a plus; ability to type 40 wpm; ability to make decisions and work independently; ability to uphold a professional work environment and to interact with the public.

### **Requirements**

- High School Diploma or Equivalent.
- Valid Oklahoma drivers' license
- Must be skilled in Microsoft Office applications.
- Must be able to keyboard at least 40 words per minute.
- Must be able to pass a background and drug check.
- Must be able to react quickly, efficiently and calmly, and adopt an effective course of action in emergency and routine situations.
- Must possess emotional self control in high stress volatile work environment.

### **Physical Requirements**

This is heavy work requiring the exertion of 100 pounds of force occasionally; up to 50 pounds of force frequently and up to 20 pounds of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, pulling, fingering and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to perceive information at normal spoken work levels, to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for depth perceptions, color perception, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounds and activities. The worker is subject to inside environmental conditions and noise, and be exposed blood borne pathogens and may be required to wear specialized personal protective equipment.

### **Necessary Special Requirements**

All Police Department personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.

### **PAY/BENEFITS/MISC.**

- Salary: In the low \$20's.
- The City of Glenpool offers paid employee health, dental, vision, life insurance, paid time off and retirement benefits to full-time employees.
- Pre-Employment Drug Test & Background check required

### **HOW TO APPLY**

To be considered for position, applicants must submit a completed City of Glenpool Job Application.

Fax completed applications to (918) 209-4641 or e-mail to [dpengelly@cityofglenpool.com](mailto:dpengelly@cityofglenpool.com).

Resumes accepted only with completed, corresponding application.

The City of Glenpool is an EOE. If you are interested in employment, please download the application,

[http://glenpoolonline.com/pdfs/employment\\_app.pdf](http://glenpoolonline.com/pdfs/employment_app.pdf) fill it out and either mail it or bring it to the city offices, 3<sup>rd</sup> floor.