

Police Department
***Salary Range: \$18.93 – \$26.50/hourly, DOQ**
(Trainee \$17.21/hourly)
Open Competitive
FLSA Non-Exempt Position

SPECIAL NOTE: Employees are considered “Trainees” until ACJIS and APCO Certifications are obtained. Certifications required within one (1) year of employment.

EXPERIENCE & TRAINING: High school diploma or G.E.D. and coursework or experience in keyboarding; some experience in receiving and dispatching emergency and non-emergency calls for assistance, preferably in a public safety 911 dispatch center, is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.

JOB RELATED & ESSENTIAL QUALIFICATIONS:

Knowledge of: functions and resources of a police department, fire department, rescue squad, ambulance service, and other public safety departments or organizations; and emergency medical dispatch system. **Skill in:** evaluating emergency situations and making decisions under pressure; operating various communications equipment such as radios and telephones and computer equipment and related software applications; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Physical ability to: sit for long periods, finger, talk, hear, see and perform repetitive motions; perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; perform searches of prisoners when required; and maintain regular attendance.

Visual ability: sufficient to read and write reports, correspondence, instructions etc.; effectively operate equipment including computers, teletype, 911 telephone system, recording device, TDD, copy machine, multi-line telephones, time recording equipment, FAX, maps and manuals, closed circuit TV, emergency medical dispatch cards, back-up power equipment, radio equipment, etc.

Hearing ability: sufficient to hold conversation with others in person, by telephone, and over radio equipment. **Speaking ability:** sufficient to communicate effectively with others in person, by telephone, and over radio equipment. Freedom from mental disorders that would interfere with performance of duties as described.

NOTE: IT IS THE RESPONSIBILITY OF AN APPLICANT WITH A DISABILITY REQUIRING ACCOMMODATION IN THE SELECTION PROCESS TO CONTACT HUMAN RESOURCES TO REQUEST SUCH AN ACCOMMODATION PRIOR TO THE CLOSING DATE OF THIS RECRUITMENT

JOB RELATED & ESSENTIAL DUTIES: Receive, prioritize, evaluate and dispatch emergency 911 and non-emergency calls for service; perform criminal history, plate and drivers license checks; teletype documents to other agencies; communicate with emergency personnel via radios or phones to dispatch information; monitor security panels and cameras, the jail and holding cells; operate the jail and door control panel; and, receive, evaluate and distribute teletype messages.

SPECIAL REQUIREMENTS: Ability to type 30 WPM with 90% accuracy. Possession of or ability to obtain a valid Arizona driver's license. Ability to obtain Arizona Criminal Justice Information System (ACJIS) Level A Certification and Association of Public Safety Communication Officials (APCO) Certification within one year of appointment. Ability to obtain Telephone Communication Device for the Deaf (TDD) Certification and Emergency Medical Dispatching (EMD) Certification within a reasonable timeframe based on the availability of training. Requires non-standard or rotating shift work; subject to nights, weekends, holidays and call back.

EXAMINATION: Testing will be conducted Friday, October 5, 2007. Qualified applicants will receive separate testing notification. The City reserves the right to consider only the most highly qualified applicants for the succeeding examination processes: Training and Experience Evaluation,

Typing Test, Written Test and/or Interview, Background Investigation, Fingerprint Identification, Polygraph Examination, and City-paid post-employment-offer Medical Examination and Alcohol/Drug Screening Test.

APPLY TO:

Obtain and submit application to:
Lake Havasu City Human Resources/Risk Management Division
2330 McCulloch Blvd North
Lake Havasu City, AZ 86403
Phone: 928/453.4143
TDD: 928/855.3945
www.lhcaz.gov

New employees will normally be hired at the first step of the salary range