

PS Dispatcher

\$2460 - \$2590/mo.

Pay Grade: PTR or PT1

Closing Date: 9/30/2007

Responsibilities:

Public Safety Dispatcher (PSD)

The City of Sugar Land is offering a starting salary of \$2460 - \$2590 monthly for an exciting and rewarding position with excellent benefits (health insurance starts on first day of employment) and retirement plan. Benefits include, but not limited to group health insurance, dental insurance, cafeteria plan, paid holidays and paid sick leave.

Non-certified PSD's: 1 year experience in a heavy customer service and/or dispatching environment that would include multi-tasking is required. City will provide training to become certified within one year from date of employment.

Certified PSD's: 1 year experience in a police/ fire/9-1-1 environment using a Computer Aided Dispatch system and have a current TCO Certification is required.

Duties & Responsibilities:

Answer and direct 9-1-1, Fire, Police and non-emergency calls.

Excellent data input skills and accurately enter calls in the Computer Aided Dispatch System.

Take control of stressful situations in a calm manner while performing multi-task activities.

Communicate effectively both orally and in writing.

Available to work any shift (days, evenings, night). This includes ability to work overtime as required and in emergency situations.

This is a security sensitive position – must pass background check, drug screen and hearing test.

To complete an on-line employment application, access our home page at: www.sugarlandtx.gov click on city jobs then scroll to ALL then click on Public Safety Dispatch or complete an application for employment at City Hall, 2700 Town Center Blvd. North in Sugar Land.