



POLICE DISPATCHER North Bay Village

Full time police Dispatcher position responsible for receiving and recording dispatch calls. This position entails shift work and possible shift rotation, so the candidate must be able to work flexible hours. Qualified applicants should be conscientious, ambitious, and self motivated. Multi-tasking skills are essential. Candidate must be able to type 25 WPM. Computer skills are necessary with emphasis on fluency in navigating word documents and spreadsheets. Applicant must also have strong telephone and people skills. Spanish speaking helpful. Must be Florida State 911 Telecommunicator certified. Individuals with a criminal record will not be considered. Salary is \$15.50 per hour and offers excellent benefits. Applicants considered for the position must undergo and pass a physical examination, extensive background clearance checks and drug test. The Village is an Equal Opportunity Employer. Forward completed City employment application (available for download on Village website) and resume to Ana Deleon (adeleon@nbvilalge.com), Human Resource Clerk, 1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141 on or before noon on Friday, December 16, 2016.