



CITY OF SEWARD

POSITION ANNOUNCEMENT – POLICE DISPATCHER

The City of Seward is hiring a **Police Dispatcher**. This is a full-time position with benefits, paying \$18.09/hr. This position is responsible for operating communications equipment; receiving/transmitting information to police, fire, etc.; providing information to the public via telephone and in person. Must be courteous; maintain confidentiality; work varied shifts; listen attentively; think clearly; and act quickly and calmly in an emergency. Keyboard skills of 40 wpm with less than 5% error rate and be able to operate word processing equipment is preferred. High school diploma or GED and at least one year experience in dealing with the public is required. **Submit current typing test with application.**

Successful applicant must pass criminal background check and drug screening. Preference may be given to previous City employees. Apply at Seward Personnel Office. Position open until filled.

Affirmative Action: All qualified applicants will be considered. Minority, women, disabled veterans, campaign badge veterans, recently separated veterans or disabled are encouraged to apply. **The City of Seward is an Equal Opportunity/Affirmative Action Employer**