



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 \$18.86/hr (R11.0). 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.**

All applicants are subject to an extensive background investigation to determine suitability for police support work and the maintenance of confidential records. Drug test must be passed prior to employment.

A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net.

The City of Seward is an Equal Opportunity/Affirmative Action Employer.