



City of Moore
Oklahoma

Human Resources | 301 N. Broadway, Moore, OK 73160 | (405) 793-5004 | www.cityofmoore.com

VACANCY ANNOUNCEMENT

Job Title: **PART-TIME Emergency Communications Dispatcher I**

Opening Date: October 4, 2023

Closing Date: Open until filled

Salary: \$\$21.92/hour

Job Type: Part-time (regularly works 29 hours or less per week; no benefits)

Requirements: see *NOTE below

Department: Public Safety Center/Communications

JOB SUMMARY

The Emergency Communications Dispatcher receives incoming calls for police, fire, and emergency assistance; provides emergency communication services; gathers, receives, records, and disseminates information from police, fire, and other public safety offices and the general public to the appropriate party and/or agency; and performs a variety of technical dispatch duties in support of the emergency communications program for the City of Moore.

EXPERIENCE AND EDUCATION

EXPERIENCE: None required

EDUCATION: High school diploma or equivalent (GED) required; additional technical training related to public safety dispatching and the use of related equipment is preferred.

*NOTE:

- ✓ Applicants must be at least 18 years of age on the first day of employment
- ✓ Applicants must be legally eligible to work in the United States
- ✓ Applicants must possess or be able to obtain a valid Oklahoma Driver's License
- ✓ Applicants must be able to pass an extensive background check
- ✓ Applicants must be available for shift work and required overtime
- ✓ Applicants must be able to type a minimum of 25 WPM

Application and additional information about this job can be found at
www.cityofmoore.com/911hiring
or you can email dispatchhiring@cityofmoore.com.

City of Moore is an Equal Opportunity Employer