

**NOW HIRING**



# POLICE COMMUNICATIONS DISPATCHER

*Serving with Honor*  
in **Avondale**



## SEEKING

- ▶ Applicants with integrity, a positive attitude, strong character, passionate about helping others, superior communicator with great interpersonal skills.



## ESSENTIAL JOB FUNCTIONS (Salary \$22.11 - \$32.04/hourly)

- ▶ Performs customer service functions by answering telephones, 911 calls and assisting emergency and non-emergency calls.
- ▶ Responsible for dispatching police officers to calls for service and tracking responders into computer aided dispatch (CAD), simultaneously.
- ▶ Assists officers by researching information located in CAD or otherwise searching and monitoring the radio as needed to ensure officers safety.
- ▶ Maintains detailed records by entering, clearing, and verifying all warrants, missing persons, stolen articles, stolen vehicles, and enter property into computer systems and completing all necessary paperwork.

**MINIMUM QUALIFICATIONS:** Must be at least 18 years of age and possess knowledge necessary to understand basic operational, technical, or office processes. Must have at least a high school diploma or GED and have a current Arizona Driver's License at time of hire. Must receive a Terminal Operator Certification (TOC) within six (6) months of hire; renew every two (2) years. 40 wpm typing skills required. Must be available to work all shifts.

**APPLY TODAY**

[www.avondaleaz.gov/jobs](http://www.avondaleaz.gov/jobs)



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City of Avondale Police Department | 11485 W Civic Center Dr. | Avondale, AZ 85323 | (623) 333-7000

*City of Avondale is an equal opportunity employer*