

The Harper Woods Department of Public Safety is seeking qualified applicants for the position of full-time 9-1-1 dispatcher.

**General Summary:** The dispatcher is an essential and crucial part of the public safety team. They are responsible for responding to radio/telephone inquiries from public safety personnel and the general public concerning complaints, emergency situations, and criminal activity. They act in partnership with law enforcement officers working the road, firefighter, and EMS personnel to supply critical information and crucial services for their day-to-day operation and coordinate the deployment of emergency personnel and equipment during any crisis.

Harper Woods 9-1-1 Dispatch is a 24/7 Emergency dispatch operation. The position is an entry level dispatcher, but consideration will be given for prior 911 emergency dispatch experience. This position involves working nights, weekends and holidays.

**Minimum Qualifications:** Applicant must be 18 years of age. A high school diploma or GED required.

**Salary and Benefits:**

Salary range: \$39,345.95 - \$43,209.73

12-hour shifts

Paid Holidays/Vacation/ Sick Leave

MERS Defined Benefit Pension

Medical /Vision/Dental Coverage

Tuition Reimbursement

Annual Clothing Allowance

All applicants must pass a physical exam with drug test, psychological exam, and a thorough background investigation in order to be considered for employment.

Applications may be obtained at the City of Harper Woods City Clerk's office or downloaded at [www.harperwoodscity.org](http://www.harperwoodscity.org). Interested candidates are required to provide upon submission of the application and resume; a copy of their proof of police / fire academy enrollment or graduation and a valid driver's license with photo. Applications, resumes, and required documents will be accepted at the Harper Woods City Clerk's Office between the hours of 9:00AM and 5:00PM Monday through Thursday.

October 16, 2021