

EXPERIENCED EMERGENCY SERVICES DISPATCHER (TERM POSITION)

CAMROSE POLICE SERVICE

An Equal Opportunity Employer

Are you looking for a challenging and rewarding career where you can really make a difference?

The Camrose Police Service is seeking an experienced dispatcher with training in both PROS and CPIC to join our Communications/Dispatch Centre. This is a full-time term position with an anticipated end date of November 3, 2023.

Reporting to the Communications Manager, this position provides support to the public, Police Service members, Bylaw Officers and City/County Fire Departments.

DUTIES/RESPONSIBILITIES (but not limited to):

- Various administrative duties including data entry, typing informations, processing collisions and files for court.
- Receiving, recording and dispatching complaints received from the public and relaying information by radio.
- Dispatching emergency/non-emergency calls to Police Officers, Bylaw Officers and Fire Departments using computer aided dispatch (CAD).

SOME THINGS TO CONSIDER:

- Working nights and dayshifts including weekends and holidays.
- Will experience crisis situations and must have the ability to multi-task during these events. These tasks include taking phone calls, relaying information to responders, conducting database queries, listening/responding to radio traffic all while remaining calm.
- Will experience fatigue working 10-12 hour shifts.
- Overtime may be required to meet operational needs.

QUALIFICATIONS:

- High School Diploma (or equivalent).
- CPIC/PROS training is required.
- Excellent communication (both verbal and written) and problem-solving skills.
- Knowledge of Windows Operating Systems.
- Knowledge of Microsoft Word.
- Previous dispatch experience is an asset.
- Ability to type 50 words per minute.
- Ability to multi-task while using a 2-way radio system in a fast-paced work environment.
- Ability to deal with the public and other agencies in a friendly, courteous manner.

Due to the nature of this position and requirement for attention to detail in a high stressed environment, a suitability test may be conducted.

Each applicant must have a Police Information Check completed and attached to their resume.

A complete job description may be viewed at the Police Station.

Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by September 29, 2022 at 4:30 pm. **We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.**

CONTACT:

Camrose Police Service
6220 – 48th Avenue Camrose, Alberta T4V 0K6
E: hr@camrose.ca | W: www.camrosepoliceservice.ca