



FLAT ROCK POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE
25500 GIBRALTAR ROAD
FLAT ROCK, MI 48134
734-782-2496

JOB OPENING

JOB TITLE: Part-Time Police/Fire Dispatcher

OPENING DATE: August 21, 2017

CLOSING DATE: Open until filled

EMPLOYMENT STATUS: Part-time/Regular

WORK SCHEDULE: Work schedule is flexible.

HOURLY RATE: \$18-\$20 depending on experience and type of work being done (see below)

EXPERIENCE: Prefer LEIN, EMD, and Telecommunicator certification in the State of Michigan.

EDUCATION: High school diploma or equivalent.

SPECIAL SKILLS AND TRAINING: Basic computer knowledge. Prefer a certified LEIN operator, telecommunicator, and EMD. CAD training preferred. **Jailer experience preferred, but not necessary.** Must possess outstanding communications skills while interacting with the public and be able to effectively communicate with citizens, police officers, firefighters in crisis or stressful situations by both telephone and police/fire radio.

BASIC RESPONSIBILITIES: Answer general emergency calls, dispatch police and fire units, maintain daily records, and dispatch emergency services. Monitor the status of police and fire units on duty via computer systems and radio. Utilize various technologies and computer systems to provide the highest level of service to our police officers, firefighters, and community.

HOW TO APPLY: Please submit your resume to Chief John Leacher either in person at the address listed above or via email at chief@flatrockmi.org.

EQUAL OPPORTUNITY EMPLOYER