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Port Angeles Police Department



Job Summary

Dispatchers answer 9-1-1 and other emergency telephone systems in a multi-jurisdictional dispatch center, and perform radio dispatch of operational and emergency police, fire and medical calls for assistance, which involve performing a wide variety of computer transactions and records functions.

Note: Requires shift work on a 24-hour, 7 day a week basis with variable days off and 3 month rotating shifts, as well as a 30-minute response time for emergency situations. Currently employees work 12-hour shifts, 6am-6pm and 6pm-6am.

The City of Port Angeles is recruiting to establish a Civil Service eligible list for Communications Officer--911 Dispatcher to fill five vacant positions in the Police Department. Candidates who successfully pass the interview with a 70% or above will be added to the eligibility list that is valid for six months. The top ten candidates on the list will be certified to the Department for the final screening and hiring process.

Salary & Benefits

\$4,581.55 - \$6,136.35/month plus excellent benefits.

Excellent benefits include medical, dental and vision insurance coverage for employee and dependents, longevity, accrued time off, wellness program, life insurance, long-term disability insurance, PERS retirement and matching on deferred compensation contributions. Employee shares 11.5% of the medical premium.

\$1,500 sign on bonus for new Communication Officers hired, payable at time of successful completion of probation.

Preferred Qualifications

- Experience in providing detailed information, multitasking, critical thinking and problem solving.
- Proficient computer skills including a typing speed of 45 WPM and experience with Windows based applications.

Other necessary requirements:

- Successful applicants must pass a background investigation, polygraph, and psychological exam, as well as pre-employment drug screen and audio gram prior to hire.
- Employee must be able to report to the Police Dept Communications Center within a 30-minute response time.
- The City of Port Angeles is an Equal Opportunity Employer.

Pre-employment Requirements

Pre-Employment Requirements Include:

- Application - can be found at www.cityofpa.us/jobcenter
- Pass the Critical Exam
- Pass the 911 Dispatcher Public Safety Test
- Interview panel
- Background investigation, polygraph examination, and psychological examination
- Chief's Interview

Human Resources Office

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