JOB POSTING

DATE: June 17, 2022
POSITION: 9-1-1 Dispatcher / Telecommunicator
DEPARTMENT: Police Department – Dispatch Center
HOURS: Full-time; Work shift varies, 24x7, Monday through Sunday
SALARY: $20.1348 per hour / $41,880.20 annual to start, plus benefits
        $25.5186 per hour / $53,078.68 annual, after 1 year of completed service
RESIDENCY: Village of Lansing Telecommunicators have NO residency requirement.

JOB DUTIES: Receives, evaluates, prioritizes, and dispatches police, fire and emergency medical service calls. Answers emergency and non-emergency telephone calls and responds accordingly. Monitors and broadcasts information to field units and provides them with information, as required. Enters warrants, missing persons, and stolen/lost property into LEADS/NCIC. Maintains warrant files. Performs other ancillary duties as assigned.

QUALIFICATIONS: The ideal candidate is self-motivated, with exceptional multi-tasking and organizational skills, able to work in a high stress environment with a minimal amount of direct supervision. Must be computer literate. Must be a United States Citizen. Must pass a thorough background investigation, including polygraph and psychological examinations. Must be of good moral character. Must be at least eighteen (18) years old. High school diploma or G.E.D. equivalent. Able to work shift work, weekends, holidays, and/or extended hours when necessary. Must have good public relations and telephone skills. Must have a good performance record in current assignment. Prior dispatch / Tyler New World Systems experience is preferred.

DEADLINE: Open until filled – Select applicants will be required to complete an on-line job aptitude test prior to advancing in the process. Oral interviews of qualified candidates to be determined.

To receive consideration, please submit your resume to Deputy Chief Steven Roberts at the Lansing Police Department, 2710 170th Street Lansing, Illinois 60438. Your resume may also be submitted as an email attachment (either in PDF or Microsoft Word format) to sroberts@villageoflansing.org. If you submit a resume by email please make the subject line of the email your last name and the position you are applying for. Emailed submissions are preferred. Faxes not accepted.

The Village of Lansing is an equal opportunity employer. As such the Village does not discriminate in employment with regards to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military service, veteran status or any other characteristic protected by law.