

# **HURON POLICE DEPARTMENT**

**17051 12<sup>th</sup> Street, Huron CA 93234**

**Bus. Phone (559) 945-2348 / (559) 945-2046 / Fax (559) 763-7066**

## **Now Hiring, Join our Team!**

### **POLICE COMMUNICATION DISPATCHER (Part-Time)**

If you are interested and qualified applications can be picked up at the Huron Police Department or downloaded from our city website. Submit completed applications to the address below or submit in person at the front lobby.

Huron Police Department  
P.o Box 339  
Huron, CA 93234  
Attn: Dispatch Supervisor

#### **Job Requirements:**

Valid California Driver's License  
High School Diploma  
Typing Certificate of at least 35WPM

#### **Experience in the following is Preferred:**

Customer Service  
Clerical Work  
Multi-Line Phone System  
Fast Paced Setting

### **POLICE COMMUNICATION DISPATCHER:**

Police Communication Dispatchers receive, evaluate and transmit telephone and radio calls, obtain and record all information regarding type of emergency or incident, exact location and other pertinent information; dispatch personnel and equipment according to standard operation procedure; monitor mutual aid radio channels; keep supervisor informed of general activities and emergency calls or situations; maintain radio contact with all field units; maintain accurate records of requests for service and other departmental activities; may perform clerical work for administrative personnel including typing forms, reports and correspondence; may act as receptionist; may instruct other personnel in the techniques and use of the department's communication equipment. Receive incoming calls from various types of callers including young, suicidal, hysterical and upset callers. Huron Police Department provides 24-hour telephone service to the public for information or assistance that may be needed in emergencies.

**\*\*Recruitment open until filled\*\***