



## LEHI CITY POSITION OPENING

### Police Dispatcher

**CLOSING DATE:** March 5, 2015 by 5:00 PM

**STARTING WAGES:** \$13.86 - \$16.39/hour, depending on qualifications

**NUMBER OF OPENINGS:** 1

**PAY GRADE:** Grade 9, (\$13.86-18.72/hour)

**STATUS:** Full-time with full benefits (health, dental, vision, life, retirement, etc.)

**DEPARTMENT:** Police Department

**JOB SUMMARY:** Performs a variety of complex clerical duties designed to expedite the administrative processes and procedures related to documenting, maintain and controlling police records, reports, case files, statistics, and information; Receives and enters calls for service; Works under the close to general supervision of the Executive Assistant.

**QUALIFICATIONS:** Candidate must have ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; develop effective working relationships with supervisors, fellow employees, and the public; communicate effectively, verbally and in writing; work under time pressures and work deadlines; work in an environment requiring continuous sitting; ability to follow routine verbal or written instructions. Must use proper grammar, spelling, and punctuation; standard office practices and procedures related to records filing and office maintenance; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of types of standard office machines including computer terminal, fax machine, copy machine, etc.

**MINIMUM REQUIREMENTS:** Graduation from high school with course work in general office practices and procedures; plus, six months (6 mo.) of specialized training provide through technical programs or in-service; AND three (3) years of experience as a clerk or secretary performing above or related duties; OR an equivalent combination of education and experience.

- Must have no criminal history and pass a background check required to obtain security clearance for computer access.
- Must possess a valid driver's license.
- Must pass regular proficiency tests as needed to update and maintain state BCI/UCJIS

## computer certifications

**TO APPLY:** Submit Lehi City Employment Application, cover letter, and resume to Human Resources by application deadline (listed above). Applications can be submitted electronically to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov) or in person. Download required application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 385-201-1000.

**NOTE:** Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-1000. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.