

## **Police Dispatcher Position**

*See the end of the attached Employment Application for a complete job description for the position of Police Dispatcher.*

### **Police Dispatcher duties include but are not limited to:**

- Answering a multi-line telephone system
- Handle police lobby inquiries
- Monitor and direct officers on a police radio
- Input data into a record management system
- Provide police personnel with information and clerical assistance
- Filing and processing of daily police related paperwork
- Monitoring of prisoners in the detention facility

### **Police Dispatcher Requirements:**

- High School Diploma or equivalent
- Valid Driver's License
- Ability to multitask under stressful situations
- Positive customer service mindset
- Rotating shiftwork to include days, nights, weekends, and holidays

### **Benefits:**

- Starting hourly wage of \$18.00
- Medical, Dental, Prescription, and Vision Benefits
- 401K Program

### **Applications:**

- Completed applications should be mailed to the police department or emailed to [police@montgomerytwp.org](mailto:police@montgomerytwp.org)

Click [HERE](#) for the Employment Application