



# City of Stuart

121 SW Flagler Avenue \* Stuart \* Florida 34994-2139  
Human Resources Department  
[www.cityofstuart.us](http://www.cityofstuart.us)

## JOB POSTING

**Date:** May 19, 2015  
**Job Title:** Part-Time Relief Police Dispatcher  
**Department:** Police  
**Exempt Status:** Non-Exempt  
**Job Code:** 6240 Pay Range: D07  
**Hiring Range:** \$16.52 per hour - \$20.12 per hour  
**Closing Date:** Open Until Filled

**MUST complete a Stuart Police Department Application Packet. See below for additional information. Application Packet must be delivered directly to the SPD.**

### Characteristics of the Class:

Under general supervision of the Police Dispatch Supervisor, is responsible for receiving information from the public, both emergency and non-emergency and relaying that information to the correct individuals, according to policy, procedures, and the rules and regulations in Florida Crime Information Center (FCIC) / National Crime Information Center (NCIC). Incumbent must be able to perform many tasks simultaneously, such as listening to the radios, entering information into the computer system and answering phone lines. The incumbent in this class is required to work on a shift schedule, holidays, and weekends, as needed. Work is reviewed through observation and daily written reports.

### Training and Experience, and KSAs:

High School Diploma or equivalent with basic typing and computer skills; must be 18 years of age, supplemented by (400) four hundred hours of specified in-service training. Meet current state training requirements to obtain/maintain FCIC/NCIC certification. Passing score on the current computer based dispatch skills test. When mandated by the State of Florida, must be state certified or successfully complete and pass state certification within 6 months. Must maintain a valid Florida Driver's License as required for the position.

### Physical and Environmental Requirements:

Task involves some physical effort, i.e. standing, walking, bending, stretching, pushing, pulling; light to moderate lifting (25 plus pounds); standard dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard. Task is regularly performed without exposure to adverse environmental conditions. Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability. Task requires color perception and discrimination. Task requires odor perception and discrimination. Task requires texture perception and discrimination. Task requires depth perception and discrimination.

**A City of Stuart Police Department "Application for Employment Packet" can be obtained through their website ([www.cityofstuart.us/police](http://www.cityofstuart.us/police)). Application for Employment Packet must be delivered directly to the City of Stuart Police Department.**

**The City of Stuart is a tobacco-free workplace.** All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions within the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.

*In accordance with Section 51.55 Federal Revenue Sharing Handicapped Discrimination Regulations, please be advised that the City of Stuart does not discriminate in its employment of the disabled. The City does not discriminate in hiring due to race, color, sex, creed, national origin, marital status, age, political affiliation, religion or disability.*