



# CITY OF STUART JOB ANNOUNCEMENT

Human Resources  
121 SW Flagler Avenue  
Stuart, FL 34994  
[www.cityofstuart.us](http://www.cityofstuart.us)

The City of Stuart is an historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded "America's Happiest Seaside Town 2016" by Coastal Living and "Most Beautiful City 2008" by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

## PT Police Dispatcher (Police Department)

**Hiring Range:** \$17.26 - \$21.43 per hour

**FLSA Status:** Non-Exempt

**Announcement Date** July 26, 2017

**Closing Date:** Open Until Filled

**MUST submit Application Packet available at** (<http://www.cityofstuart.us/index.php/police-employment-opportunities>) **directly to the Stuart Police Department located at 830 Martin Luther King, Jr. Blvd, Stuart.**

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees.

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### **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) as well as established departmental policies, procedures, and guidelines. 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 must be able to act without close supervision and must be able to exercise independent judgment. Incumbent in this class is required to work on a shift schedule, holidays, weekends and overtime as necessary.

**Illustrative Duties** (the following are highlights; a detailed job description is available in Human Resources)

- Answers emergency and non-emergency calls for service and dispatches officers to calls; answers non-emergency phone requests for referrals/information; answers radio transmissions and responds according to rules and regulations.
- Logs radio transmissions into CAD; inputs call information into CAD.
- Searches for and retrieves information from in-house and remote databases; runs FCIC/NCIC computer checks; teletypes other agencies for information and confirmations.

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- Calls outside agencies as needed, such as taxis, tow trucks, ambulance, and fire department to notify of pending situations that require their assistance.
- Inputs and removes required information into/from the FCIC/NCIC computer.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**Minimum Qualifications and Education / Licenses and Certifications**

Must be 18 years of age with High School Diploma or equivalent. Basic typing and computer skills required. FCIC / NCIC Certification preferred. Must have a valid FL Driver License. Must 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.

**Essential Physical Skills and Environmental Conditions**

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; perform in confined space. Task requires sound, visual, color, texture and depth perception and discrimination. Task requires oral communications ability.

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**A City of Stuart Police Department “Application for Employment Packet”** can be obtained through our website (<http://www.cityofstuart.us/index.php/police-employment-opportunities>). **Applications 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 with 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.