

EMERGENCY SERVICES DISPATCHER & GENERAL DISPATCHER (PART-TIME)

Position Description

The City of Jenks is accepting applications for dispatch personnel for Jenks Emergency Services (Police/Fire/Medical) from individuals who are able to read, understand, and interpret ordinances, laws, and other operating procedures and effectively communicate orally and in writing both in emergency and non-emergency situations, in person and on the phone. You must be able to maintain strict confidentiality, deal with prisoners on various levels, and operate a multi-line phone system.

The minimum qualifications in addition to a high school diploma or the equivalent are one (1) year experience in business activities dealing with the public, bondable, a valid driver's license, and an insurable driving record.