

Communications Officer / 911 Dispatcher

Job Description

The City of Trenton currently has an opening for the position of Communications Officer/911 Dispatcher. This opening is immediate and will be filled as soon as possible. Applicants must be at least eighteen years of age at time of appointment with a high school diploma or equivalent with no felony or serious misdemeanor convictions. Applicants must pass performance testing, an oral interview, a complete background investigation, and a pre-employment drug screening examination.

Benefits for Communications Officer/911 Dispatcher include employee health insurance with family coverage available, paid time off, major medical leave, life insurance, vision coverage available, dental coverage available, paid holidays, and L.A.G.E.R.S. retirement.

Entry level salary for a Communications Officer/911 Dispatcher is currently \$33,134.

Trenton is the county seat of Grundy County with a population of approximately 6000. Trenton is a rural community located on U.S. 65 in north central Missouri and the home of North Central Missouri College. Our police department employs twelve full-time Police Officers, four part-time Police Officers, six Communication Officers, and an Animal Control Officer. We participate in various community focused programs including a multi-jurisdictional tactical team.

Applications can be requested at the Trenton Police Station or by contacting the Trenton Police Department, 610 Main Street, Trenton, Missouri 64683 or by calling (660) 359-2121 or (660) 359-5557 or by e-mailing snuffer@trentonmo.com.

The City of Trenton is an Equal Opportunity Employer and participates in E-Verify as a part of Missouri Immigration Law.



Trenton Police Department

Service, Integrity, Leadership



Thank you for your interest in employment with the Trenton Police Department.

Attached you will find an application for completion. Please ensure all questions are answered, those questions that do not apply to the position you are seeking should be marked N/A (non-applicable). Also, listed on page 6, of the application form, are documents in which copies need to be attached to your application. Applications that are mailed in and are do not have proper attachments will not be processed or reviewed. These applications will be removed from the process and no further consideration will be given to them. **APPLICATIONS WILL NOT BE PROCESSED OR REVIEWED WITHOUT FULL COMPLETION OF THE APPLICATION AND/OR REQUESTED DOCUMENT COPIES.** All applicants must possess a high school diploma or equivalent and be at least 18 years of age. Applicants, by law, cannot be eligible for employment if they are related by blood or marriage to Chief Rex A. Ross.

Beginning Salary : Communications Officer / 911 Dispatcher \$33,134.

All employees receive benefits to include health insurance, access to vision/dental insurance, life insurance, retirement plans, plus personal time off (PTO) and major medical leave (MML). (Employees may add dependents to insurance coverage at an additional charge)

Upon completion and submission of your application, you will be notified of when the testing dates are scheduled and when to come in and start the testing. Further instructions will be given at that time concerning the next step in the application process. Depending on what position you are seeking, the hiring process may include written testing, typing tests, background investigations, medical physicals, psychological examination, physical agility testing, voice stress analysis testing, and oral interviews. The hiring process may take from a few weeks to several months to complete. In the event that you do not pass any of the testing process, you cannot reapply for a period of one year.

Applications will remain on file for a period of one year. Updates to your application may be made at anytime.

We at the Trenton Police Department once again would like to thank you for your interest in employment with our agency. We look forward to seeing you in the future as the application process takes place.

Good luck,

Chief Rex A. Ross

Trenton Police Department/Dispatch

To Whom It May Concern:

I, _____ am an applicant for a position with the Trenton Police Department. The Trenton Police Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is the public's interest that all relevant information concerning my personal and employment history be disclosed to the Trenton Police Department.

I hereby authorize any representative of the Trenton Police Department bearing this release to obtain any information in your files pertaining to my employment records, and hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself by and to any duly authorize agent of the Trenton Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing background investigation that may provide pertinent data for the Trenton Police Department to consider in determining my suitability for employment in that agency. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigative files, efficiency ratings, complaints and grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential or sealed.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Trenton Police Department regardless of any agreement I have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Trenton Police Departments acceptance and processing of my application for employment, I agree to hold the Trenton Police Department, its agents and employees harmless from any and all claims and liability association with my application for employment or in any way connected with the decision whether or not to employ me with the Trenton Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation such information may be turned over to the proper authorities.

Trenton Police Department/Dispatch

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Trenton Police Department in conjunction with employment procedures.

A Photocopy or Fax copy of this release form will be valid as an original thereof, even though said photocopy or fax does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address or phone number listed on this form.

I agree to pay any and all charges for fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and thier agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Signature: _____

Subscribed and sworn before me this _____ day of

(Notary Seal)

_____ 20_____.

Notary Public Signature: _____

Notary Public Printed Name: _____

Trenton Police Department

Job Description: Communication/911 Dispatcher

THE POSITION OF TELECOMMUNICATION OFFICER IS ESTABLISHED WITHIN THE DEPARTMENT AS A FULL TIME POSITION

SUPERVISION

UNDER THE POLICE CLERK, SERGEANT, LIEUTENANT AND CHIEF OF POLICE

RESPONSIBILITIES

1. RECEIVE INCOMING CALLS AND DISPATCH IN AN ACCURATE MANNER
2. GIVE E911 CALLS PRIORITY
3. DISPATCH EMERGENCY SERVICES COUNTY WIDE
4. OTHER DUTIES AS MAY BE ASSIGNED BY SUPERVISORS

KNOWLEDGE, SKILLS, AND ABILITIES

1. COMPUTER SKILLS
2. MUST HAVE THE ABILITY TO MULTI-TASK AND STAY CALM IN STRESSFUL SITUATIONS

EDUCATIONAL QUALIFICATIONS

1. MINIMUM REQUIREMENTS INCLUDE HIGH SCHOOL GRADUATE
2. MULES CERTIFICATION
3. E911 TRAINED

RESIDENCY

AS A CITY EMPLOYEE TELECOMMUNICATION OFFICER, YOU ARE ENCOURAGED TO LIVE WITHIN THE CITY OF TRENTON. TELECOMMUNICATION OFFICERS MAY, AT THE DISCRETION OF THE CHIEF OF POLICE, LIVE OUTSIDE THE CITY OF TRENTON WITHIN A 60 MINUTE RESPONSE TIME TO THE WORKPLACE AT LEGAL DRIVING SPEEDS. THE POLICE CHIEF MAY AT THE CHIEF'S DISCRETION LIMIT THE NUMBER OF TELECOMMUNICATION OFFICERS LIVING OUTSIDE THE CITY TAKING INTO CONSIDERATION THE NUMBER OF TELECOMMUNICATION OFFICERS ALREADY LIVING OUTSIDE THE CITY AND THE DISTANCE INVOLVED.

Trenton Police Department Dispatch Application

PERSONAL DATA

(This application must be typed or hand printed in black ink)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date of Application: _____ Position Seeking: _____

Name: _____ JR/SR _____

Last First Middle Maiden or AKA

Social Security Number: _____/_____/_____ Contact Phone #: (____) _____

E-Mail Address: _____

Do you have the right to live and work in the United States?* () YES () NO

**Federal law prohibits the employment of unauthorized aliens. All persons must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. Employer participates in the E-Verify program.*

Is there information we would need about your name or use of another name for us to be able to check your work record? Please specify: _____

Do you have a valid driver's license? () Yes () No State and DL# _____

Are you able to obtain a Missouri driver's license? () Yes () No

Starting with your present address, list all addresses where you have lived for the past ten years, including Military Post(s);

FROM	TO	ADDRESS	CITY/ZIP	COUNTY	STATE

Can you perform shift work, work weekends, nights, and work odd hours? () Yes () No

Check the box indicating your education level: (Check all that are applicable/attach copies)

() GED Certificate () High School Diploma () Associates Degree

() Bachelors Degree () Graduate Degree () Technical or vocational school

Trenton Police Department Dispatch Application

List all schools you have attended;

From	To	School Name/Address/Zip	Type of Diploma

List your employment history below. This includes time spent in military and school, beginning with the most recent employer: (Last ten years only; starting with most recent.)

Employer _____
 Address _____
 Telephone Number () _____ Supervisor Name _____
 Title/Job _____
 Description _____
 Dates of employment
 From _____ To _____ Begin Salary/Ending Salary _____
 Reason for Leaving: _____

Employer _____
 Address _____
 Telephone Number () _____ Supervisor Name _____
 Title/Job _____
 Description _____
 Dates of employment
 From _____ To _____ Begin Salary/Ending Salary _____
 Reason for Leaving: _____

Employer _____
 Address _____
 Telephone Number () _____ Supervisor Name _____
 Title/Job _____
 Description _____
 From _____ To _____ Begin Salary/Ending Salary _____

Trenton Police Department Dispatch Application

Reason for Leaving:

Military Service

1. Are you registered with the Selective Service? () Yes () No
2. Have you served in the Armed Forces? () Yes () No
3. Type of Discharge* _____

*A Dishonorable or Less-Than-Honorable Discharge is not an absolute bar to employment. Other factors will affect a final decision to hire or not hire.

Describe your military service:

Date	Branch	Discharge Date	Discharge Type	Rank

Were you ever subject to court martial, disciplined, tried on charges, taken to summary court, deck court, captain's mast, company punishment or subject to any other type of disciplinary action while in the military? () Yes () No If yes, explain or describe below:

List your Duty Stations in the Military:

From	To	Location

What was your military occupations/training?

List your military schools and training:

Trenton Police Department Dispatch Application

List your awards and medals:

Arrest/Convictions

Have you ever plead guilty to or been found guilty of any felony, misdemeanor and/or ordinance violation? () Yes () No

Violation	Date	Disposition	From Where

*Include all traffic violations that you have plead guilty to.

References

List three character references (not relatives or in-laws) who are responsible adults and have known you for at least five years;

Name _____	Phone # _
Address _____	Work # _
Occupation _____	Years Acquainted _
Name _____	Phone # _
Address _____	Work # _
Occupation _____	Years Acquainted _
Name _____	Phone # _
Address _____	Work # _
Occupation _____	Years Acquainted _

Do you have any relatives that are employed by the City of Trenton or the Trenton Police Department?

() Yes () No If yes, please explain: _____

Have you ever been employed by the City of Trenton? () Yes () No If yes, please explain, including dates, and reason for leaving;

Have you ever been tested or considered for employment by the Trenton Police Department?

() Yes () No If yes, please explain;

Trenton Police Department Dispatch Application

Are you willing to take a pre-employment drug screening, physical, psychological, and truth verification test? () Yes () No

Dispatch Training and Experience

List all dispatch trainings and seminars. (Attach additional sheets if necessary)

Have you ever worked as a dispatcher/other capacity related to law enforcement? () Yes () No

If yes, please explain your positions and assignments, including the dates and locations.
(Attach additional sheets if necessary)

Were you ever disciplined as a dispatcher/ law enforcement employee? () Yes () No

If yes, please explain including the nature of alleged offense and disposition (reprimand, suspension, etc.)

List any awards or commendations that you received in dispatch/ law enforcement related function:

Have you applied for a position in dispatching prior to this? () Yes () No (Please include all past and current applications that are in process)

Date

Agency

Disposition

Trenton Police Department Dispatch Application

Requirements

This application will not be processed or reviewed without the following documents attached:

- 1. Copy of Birth Certificate**
- 2. Copies of all training certifications and degrees declared**
- 3. Copy of high school diploma or equivalency**
- 4. Copy of current, unexpired driver's license**
- 5. Military DD214 (if applicable)**

Please use the front and back of this page to further explain all answers you did not have the room for in this application. Please note the question in your response.