

**Location**

Simpsonville SC

Job Type

Full-Time

12 Hour Shift

Department

Police

Summary

We are looking for a reliable Dispatcher to act as a communication point for emergency and non-emergency calls. The ideal candidate must be primarily an excellent communicator and able to remain calm and composed, especially in emergency situations. You must be able to multi-task as well as take the appropriate action with little supervision.

Examples of Duties

- Receive emergency and non-emergency calls and record significant information.
- Address problems and requests by transmitting information or providing solutions.
- Prioritize calls according to urgency and importance.
- Use radio, phone, or computer to send crews, vehicles, or other field units to appropriate locations.
- Enter data in computer system and maintain logs and records of calls, activities and other information.
- Performs other duties as assigned.

Skills

- Tech-savvy with knowledge of relevant methods (CAD)
- Fast typing with experience in data entry
- Knowledge of procedures and guidelines for emergency situations
- Active listener with excellent communication skills
- Sound judgement and critical thinking

Education

- High School Diploma supplemented by a minimum of one year of experience in a job-related field.

CLICK HERE TO APPLY