



JOB POSTING NOTICE



Job Title: Full Time Police/Fire/EMS Dispatcher
Department: Chagrin Valley Regional Dispatch Center
Number of Positions: Numerous
Pay Range: \$22.00 to \$28.15 per hour

The Chagrin Valley Regional Dispatch Center (CVD) is recruiting for part-time Police/Fire/EMS dispatchers with a potential for full time employment opportunities. CVD proudly serves 27 police departments and 8 fire departments for the villages of Chagrin Falls, Chagrin Falls Township, Bentleyville, South Russell, Moreland Hills, Hunting Valley, Gates Mills, Orange, Woodmere, Highland Hills, North Randall, Euclid, Bratenahl, Solon, Glenwillow, Bedford, Maple Heights, Independence, Brecksville, Broadview Heights, Seven Hills, Cuyahoga Heights, Newburgh Heights, Brooklyn Heights, Valley View, Brooklyn, and Cleveland Metroparks as well as providing mutual aid to other neighboring communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answering all emergency and non-emergency calls that come into the dispatch center.
- Dispatch various personnel to both emergency and non-emergency calls
- Monitors and control the movement of personnel in the field
- Maintain police and fire records in a computer-aided dispatch system
- Provides emergency medical pre-arrival instructions when necessary
- Enter crucial law enforcement information into LEADS/NCIC database

QUALIFICATIONS AND SKILL REQUIREMENTS

- Must be at least 18 years of age with a high school diploma or GED equivalent with proficient computer skills
- Experience is preferred but not required
- Must be willing and able to work a shift schedule that includes night shifts, weekends, and holidays
- Ability to deal with people who are difficult, hostile, distressed; must relate well to people from a variety of backgrounds and situations and must be sensitive to individual differences
- Skill in communicating clearly and concisely to elicit, and/or present explanatory information while controlling emotions and voice inflections over the phone during varying degrees of stress
- Ability to work under pressure, exercise good judgment, make sound decisions, and respond in an assertive and professional manner during both routine and high stress situations.
- Ability to multi-task a variety of functions, media, conversations, and other environmental factors
- Ability to learn and interpret maps, learn radio and other codes, and interpret data received from multiple sources.
- Ability to define problems, collect data quickly and accurately, and draw solid conclusions.

ADDITIONAL INFORMATION:

- Lateral transfers offered and encouraged!
- Signing bonus of \$1,000 offered

To obtain an application go to: www.chagrinvalleydispatch.com

Mail or email application to:

Lisa Davet

Assistant Director

Chagrin Valley Dispatch

88 Center Street, Suite B100

Bedford, Ohio 44146

or applications@cdispatch.com