

**CITY OF JEFFERSON POLICE DEPARTMENT  
FULL-TIME 2<sup>nd</sup> SHIFT DISPATCHER/CLERK**

The City of Jefferson Police Department is seeking a highly motivated individual for an immediate opening as a full-time 2<sup>nd</sup> Shift Dispatcher/Clerk.

This position is responsible for simultaneously operating a multi-channel radio console and a multi-line telephone, while maintaining computer-aided dispatch systems and other computer systems. Responsible for receiving, coordinating and disseminating critical information from various sources and maintaining radio contact with mobile/field units to monitor response, progress and any needed support.

This position also involves the typing of police reports and various other office related duties.

Benefits: Wisconsin Retirement System; health/dental insurance; (11) paid holidays; PTO

Starting pay: \$19.74/hr

**MINIMUM QUALIFICATIONS**

Requires a high school diploma or G.E.D., and two (2) years of clerical, customer service or public contact experience. Must be able to type a minimum of 40 words per minute.

Valid driver's license.

An oral interview, medical examination, psychological examination, drug screening and background investigation are required.

**ADDITIONAL REQUIREMENTS:**

Holidays, weekends, irregular hours and shift work may be required with possible extension of shift hours, at times with short notice.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work is performed in a confined area with limited mobility.

May be required to sit for extended periods of time with limited or no breaks.

**To obtain application,**

City of Jefferson Police Department  
Leigh-Anne Hauser, Dispatch Supervisor  
425 Collins Road  
Jefferson, WI 53549  
920-674-7707  
Email: [lhauser@jeffersonpd.com](mailto:lhauser@jeffersonpd.com)

***The completed application must be received by 4:00pm on February 24, 2020***