

**VILLAGE OF HILLSIDE POLICE DEPARTMENT
SOUTH WEST COOK COUNTY CONSOLIDATED DISPATCH CENTER
HILLSIDE, ILLINOIS**

SUMMARY OF POSITION AND DUTIES:

Dispatchers are assigned to answer all 9-1-1 emergency and non-emergency calls for police, fire and emergency medical services.

The Center is a consolidated dispatch center serving multiple agencies with a future expansion of agencies.

POSITION DETAILS

Trained and Experienced Dispatchers are encouraged to apply.

- Medical benefits
- 401k plan
- Accrued paid vacation / sick time
- Competitive wages

Starting pay is \$20 hourly. A permanent shift is not determined until the employee has successfully completed training and is fully certified. All applicants must have any ability to work any shift, including weekends and holidays.

APPLICANT MINIMUM REQUIREMENTS:

- Must possess a High School Diploma or G.E.D equivalent
- Schedule flexibility - Ability to work nights, weekends and holidays. Expected and unexpected overtime may be mandated based on seniority
- Multi-tasking in a stressful environment
- Experience with computer-based and multi-line telephone equipment
- Must be able to type at least 35 words per min

FAVORABLE QUALIFICATIONS INCLUDE:

- Experience in successfully dealing with the public, in person and over the phone, on a frequent basis, including the ability to handle irate, difficult, upset and demanding callers with professionalism and courtesy
- Possession of at least two (2) years of experience in Emergency Service or other related fields as a Dispatcher
- Full-access LEADS (Law Enforcement Agency Data System) certification
- CPR/EMD certification
- Bi-lingual applicants are encouraged to apply

Any questions may be directed to:

Joseph Beckwith

Director of Communications

708-449-6131