



The City of Paris, is currently accepting applications for the position of E911 Dispatcher. Please submit application from www.paris.ky.gov to The City of Paris 525 High Street Paris, KY 40361

JOB SUMMARY

Key Responsibilities: Employee is responsible for the operation of technology and information resources allocated to dispatching.

- Performs responsibilities and specialized operations related to dispatching emergency calls to police, fire, ems, and public works as needed from the communication center.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Graduation from an accredited high school or its equivalent (GED).
- Certification in basic telecommunication by the Kentucky Department of Criminal Justice Training must be completed within the first 6 months of hire.
- Must be able to type and have a command of math as well as computers—and related computer hardware and software.
- Must be able to work well with co-workers, supervisor, and the general public.
- The successful candidate should have a proven record in planning and problem solving. Also important is the ability to interact and establish good working relationships with multi-agency command leadership, government, and community officials, leaders, and the general public.

Selected candidates will complete a pre-employment exam administered by an outside agency. After acceptance, candidate will be required to pass a psychological test, a polygraph, and a drug screen to the satisfaction of the Kentucky Law Enforcement Counsel. Candidate will then take the 5 week Communications Academy at DOCJT in Richmond Kentucky.

THE CITY OF PARIS IS AN EQUAL OPPORTUNITY EMPLOYER.