



MOOSE JAW POLICE SERVICE

Communications Officer Dispatcher/Call-Taker – Casual/Part Time Positions

Key Responsibilities:

Receive and evaluate requests for police assistance; take reports; provide information, advice, and assistance to the public and police personnel; dispatch personnel according to complaint priority utilizing telephone, radio, and computer-aided dispatch; operate computer information systems; perform clerical duties.

Qualifications:

- minimum Grade XII education;
- minimum keyboarding speed of 50 wpm;
- post-secondary training in data processing and Windows;
- fluent in written and spoken English;
- clear and effective communication skills;
- proven good judgement and decision-making abilities;
- must meet security and integrity requirements.

Salary:

Salary is based on Local #9 C.U.P.E. Job Group 7 @ \$23.01 to \$26.14 per hour.

The position may entail working 12-hour shifts:

7:00 AM to 7:00 PM and 7:00 PM to 7:00 AM.

These Casual/Part time positions guarantee 50% full time hours per month.

Application packages are available on the Moose Jaw Police Service website:

www.mjpolice.ca, Recruitment, Civilian

Print the 3 documents under Application Package and complete.

With the completed application package, please submit a Career Profile/Resume and certification acquired within the past 12 months relative to the minimum keyboarding requirement. If keyboarding certification is not available, testing will be given to those who are to be interviewed.

Please forward completed application packages by December 3, 2018, to:

**Linda Fulton
Coordinator
Moose Jaw Police Service
21 Fairford Street West
Moose Jaw, SK. S6H 1V2**

lfulton@mjpolice.ca or phone (306) 694-7629

We thank all applicants, however, only those to be interviewed will be contacted.