Buffalo Police Department

Emergency Dispatcher

**Job Description**

The Buffalo Police Department will be holding a continuous recruitment for current and anticipated openings. The department is seeking candidates who are flexible, engaged, and willing to dedicate themselves to the City of Buffalo.

Currently, we are looking for full time Emergency Dispatchers.

Applications will be received by our Public Safety Administrator on a continuous basis. When a vacancy is anticipated, the most qualified candidates will be invited to participate in a performance exam and oral interview. These applicants will be selected based on the information contained on the application form, and resume.

Lateral applicants considered – A lateral candidate is someone who has a minimum of one year of recent dispatch experience and possesses a Wyoming POST Public Safety Communications Officer Basic Certification.

**Job Summary**

As a Dispatcher, you are responsible for monitoring, receiving, and dispatching routine and emergency phone calls and radio communications to and from Police/Sheriff patrol units and other law enforcement or public safety agencies. You will be responsible for securing and recording information as to the nature of a reported problem and identifying the exact location. You will be operating an RMS program to obtain or verify information and maintain required logs of calls and incidents. Additionally, you will prepare reports, provide information and assistance to the public, and determine availability and location of patrol units to dispatch. The Buffalo Police Department Dispatch Center provides coverage to the cities of Buffalo and Kaycee, as well as the surrounding Johnson County Areas. This position consists of rotating 12-hour shifts that provide 24/7 coverage through weekdays, weekends, and holidays.

**Ideal Candidate**

The ideal candidate possesses excellent communication and multi-tasking skills, as well as the ability to exercise good judgement in emergency situations. Strong powers of observation, memory, logical reasoning, and judgement are desired. As an Emergency Dispatcher, being able to understand and carry out oral and written instructions; speak clearly; listen attentively; remember names, locations, and numbers; read maps quickly and accurately; establish effective working relationships; and tactfully handle irate or upset individuals is key. Telephone operation and etiquette and the ability to learn geography of the County is a must. Excellent computer skills with the ability to type data quickly and accurately is required.

**Qualifications**

* High School diploma or G.E.D
* Must be at least twenty-one years of age at time of appointment
* Possess a valid Wyoming class C driver’s license and a satisfactory driving record
* Ability to type at a speed of 40 net wpm
* Lateral applicants - Wyoming POST Public Safety Communications Officer Basic Certification

This position will be required to successfully pass:

* Polygraph
* Psychological Test
* Drug Screening
* Police Background Investigation

Benefits

**Our Community**

**Buffalo** is nestled in the foothills of the beautiful Big Horn Mountains and is conveniently located at the intersections of Interstates 25 and 90. The Cloud Peak Scenic Byway cuts through town, marking Buffalo as the halfway point between Mount Rushmore and Yellowstone National Park.

**Buffalo is a true western town with a rich frontier history.**  Within minutes residents can enjoy all-season outdoor activities whether it be on the Big Horn Mountains, or the sage covered prairies of Johnson County.  Buffalo is a sportsman's paradise with an abundance of spectacular scenery, wildlife, outdoor recreation, and fascinating history.

**Compensation**

* $18/hr
* $1 night differential
* Pay increase upon completion of Public Safety Communications Officer Basic
* Longevity bonuses

The annual salary is supplemented by a benefit package which includes:

* Medical, Dental and Vision Insurance
* Participation in the Wyoming State Retirement and Pension fund
* Deferred Compensation Plan
* Paid Sick and Vacation Days
* Paid Holidays
* Education Allowance
* Wellness Program

If you have questions or would like to discuss the opportunity further, please contact us at Buffalo-PD@jcle.us.