

Job Title: Dispatcher
Reports to: Dispatch Supervisor
Dept./School: Mansfield ISD Police Dept.

Wage/Hour Status: over \$14.00

Primary Purpose:

Manage the daily operation of the Dispatch Office to ensure safe, efficient, and operations of the police department. Respond to telephone and two-way radio information to make on-the-spot adjustments.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas driver's license
Type/computer 35 wpm

Special Knowledge/Skills:

Effective customer service skills
Ability to receive and give verbal instructions effectively
Ability to pass alcohol and drug test
Proficient map reading skills
Have general knowledge of the area
Able to work all shifts (24/7 operation)

Contact: Loree Boyd, Dispatch Supervisor
Mansfield ISD Police
817-299-6000

Email: loreboyd@misdmail.org