



POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT/DISPATCHER

The City of Otsego Police Department is seeking an energetic high functioning individual to be the next Administrative Assistant/Dispatcher. This position is vital in conducting office clerical duties along with dispatching all local non-emergency calls to our officers. This position requires a positive personality that is a great representative of the department as they respond to citizen's requests. Quality customer service is essential for the department to succeed, and will be expected for any applicant.

RESPONSIBILITIES INCLUDE:

- Data entry
- Clerical work of all type (scheduling, typing, filing, etc.)
- Customer service via phone, email or in person
- Dispatch calls to officers
- Document preparation

QUALIFICATIONS INCLUDE:

- High School Diploma (Associate's Degree-Recommended)
- 1+ year of experience within a police department or dispatch environments
- Ability to type 40 wpm
- Thorough knowledge of and ease with Microsoft Office Suite

WAGE/BENEFITS

- \$17 - \$22/hour (Annual \$35,360 - \$45,760)
- City Healthcare Plan (City pays 80% of Premium)
- 10% of Wage Defined Contribution Retirement

Please submit Cover Letter and Resume to Chief Brad Misner at bmisner@cityofotsego.org. Please submit by May 18, 2020. If you have any questions feel free to email or call the Otsego Police Department at 269-694-6111.