

**CITY HALL**

400 Ella Street | Beatrice, NE 68310  
Phone: 402.228.5200 Fax: 402.228.2312

**SERVICE CENTER**

500 North Commerce Street | Beatrice, NE 68310  
Phone: 402.228.5211 Fax: 402.223.5181

**Public Safety Dispatcher  
(Part-time)****GENERAL DUTIES**

Responsible for the screening and processing of emergency telephone calls requiring emergency action by public safety agencies.

**SKILLS REQUIRED**

- Excellent oral and written communication skills.
- Must speak in a clear, well-modulated voice.
- Proficient typing and data entry skills.
- Good listening skills.
- Must read, write, and speak in fluent English. Bi-lingual is a plus.
- Good knowledge of geography of the City and surrounding communities.
- Must obtain certification in CPR within six (6) months from date of hire and maintain throughout the duration of employment.
- Must obtain NCIC System certification for the teletype within six (6) months from date of hire and maintain throughout the duration of employment.
- Must obtain Emergency Medical Dispatching certification within a time frame as established by employer and maintain throughout the duration of employment.
- Must obtain eighty (80) hour Basic Telecommunications State Certification through the Nebraska Law Enforcement Training Center within one (1) year from date of hire.

**QUALIFICATIONS**

- High school diploma or equivalent.
- Must be at least twenty-one (21) years of age.

**COMPENSATION**

Starting hourly rate for this position is \$12.00. Hours worked to be determined.

**APPLICATION PROCESS**

Applications are available in the City Clerk's Office or online. Send application or resume to the following address:

City Clerk  
400 Ella Street  
Beatrice, NE 68310

**HIRING PROCESS**

Applications and/or resumes will be screened for qualified candidates prior to scheduling interviews. Upon a conditional offer of employment, candidate may be required to complete a pre-employment background check and drug screening.

**Applications must be received by 5:00 p.m. on October 31, 2016.**