



**City of Coolidge  
Human Resources Department**

Promoting a Drug & Alcohol-Free Workplace  
Equal Opportunity/Reasonable Accommodation Employer

**EMPLOYMENT OPPORTUNITY**

**PUBLIC SAFETY DISPATCHER - REGISTRY**

**Registry Notice:** This registry is intended to collect applications for current and/or future vacancies. This announcement may be closed and removed without notice once a sufficient number of qualified applicants have applied. First review of submitted applications will begin Monday April 1, 2024.

Under direct supervision, performs a variety of dispatch functions for the City of Coolidge Public Safety Communications Division.

**Full-Time, FLSA Non-exempt position**  
**Opening Date: March 13, 2024**  
**Closing Date: See Registry Notice**

**Salary: \$43,833 - \$65,750 annually**  
**Recruitment #: PD24-002**  
**External Posting**

**QUALIFICATIONS**

Minimum

- High School Diploma or G.E.D.
- Valid Arizona Driver's License
- Must have AZPOST Certification - **complete AZPOST questionnaire**  
**www.azpost.gov**

Preferred

- ACJIS Certification
- One (1) year public safety/emergency dispatch experience, or equivalent combination of education, training and experience.

**RESPONSIBILITIES**

Receives emergency 911 and non-emergency calls for service; evaluates calls and determines need for assistance. Dispatches appropriate police, fire, emergency medical personnel and equipment. Coordinates with emergency response personnel, public works, and/or outside agencies to ensure the provision of timely assistance to callers. Operates two-way radio to dispatch law enforcement personnel and maintain contact with emergency response personnel working in the field. Provides and receives information regarding the nature and location of calls for service and criminal/civil incidents. Documents and maintains accurate records and information regarding time, nature of calls for service, and actions taken. Operates departmental computer systems including CAD, NCIC, and ACIC systems. Enters, updates and retrieves crime related information from computer and teletype networks. Performs record checks regarding vehicle registration, driver's license, criminal history, and warrants; provides related information to law enforcement personnel working in the field. Provides general information to the public regarding police, fire and/or community services. Assists with monitoring Police Department facility security cameras and alarms as required. Performs search of same sex, non-combative, prisoners with officer present.

**APPLICATION PROCESS**

To be considered, please submit an application to Human Resources online at [www.coolidgeaz.com/jobs](http://www.coolidgeaz.com/jobs) or drop off at City Hall, 130 W. Central Avenue, Coolidge, AZ 85128. For more information, contact the Human Resources Department at (520) 723-6060 or visit [www.coolidgeaz.com](http://www.coolidgeaz.com)

**EMPLOYEE BENEFITS**

-Medical: Blue Cross Blue Shield

- PPO
- HSA
- 100% Employee Coverage
- 70% Dependent Coverage

-Dental: Blue Cross Blue Shield

- 100% Employee Coverage
- 70% Dependent Coverage

-Vision: Principal

-AFLAC Supplemental Policies (Hospital, Accident, Critical Illness, Short-Term Disability)

-Health Care & Dependent Care FSA

-Telemedicine

-Employee Assistant Program

-Basic & Voluntary Life Insurance

-457 Deferred Compensation Plans: MissionSquare & Nationwide

-LegalShield Benefits

-Retirement

- Arizona State Retirement System (ASRS)
- Public Safety Personnel Retirement System (PSPRS)

-10 Paid Holidays + 1 Paid Personal Day

-Vacation & Sick Leave Balances

-Student Loan Forgiveness Qualifying Employer