



City of Coolidge
Human Resources Department

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

EMPLOYMENT OPPORTUNITY

PUBLIC SAFETY DISPATCHER - Registry

The City of Coolidge is currently hiring for a Public Safety Dispatcher and is looking for dependable, motivated, and service-oriented individuals who are committed to supporting the safety of our community. The City of Coolidge offers competitive salaries, affordable benefits, and a highly sought-after retirement plan. Join a team that plays a critical role in emergency response and community support. Apply today and find out why the City of Coolidge is more than just a job. **Must successfully complete a criminal background check and pre-employment drug screening.**

Full-Time, FLSA Non-exempt position
Opening Date: March 17, 2026
Closing Date: Continuous

Salary: \$46,025 - \$69,037 annually
Recruitment #: PD26-002
External Posting

Registry Notice: This registry is intended to collect applications for current and/or future vacancies. This announcement may be closed once a sufficient number of qualified applicants have applied.

QUALIFICATIONS

Minimum

- High School Diploma or G.E.D.
- Valid Arizona Driver's License
- **Must 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 or drop off at City Hall, 130 W. Central Avenue, Coolidge, AZ 85128. Please be sure to carefully read the job announcement and city application for important information about the minimum qualifications, job responsibilities, and application instructions before you apply. For more questions, contact the Human Resources Department at (520) 723-6060.

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)

-11 Paid Holidays + 1 Paid Personal Day

-Vacation & Sick Leave Balances

-Student Loan Forgiveness Qualifying Employer