

# **STRATFORD POLICE SERVICE**

## **POSTING**

The Stratford Police Service is accepting applications for the position of Part Time Communicator (911-Dispatcher).

### **PART TIME COMMUNICATOR (911-DISPATCHER)**

This position requires an individual to have good interpersonal and verbal communication skills, the ability to demonstrate patience and remain calm under pressure, and be able to make effective decisions quickly. Also required is the ability to organize and prioritize tasks, and participate as an effective team member who supports and projects values compatible with our organization. Acute accuracy is required in every aspect of this position. This position requires the candidate to work shifts.

#### **Minimum qualifications include:**

- Grade 12 Ontario Secondary School Diploma or equivalent
- Keyboarding skills with a minimum of 55 wpm
- Proficient in the use of Microsoft Windows applications & Microsoft Word
- Proficient data entry skills

#### **Abilities**

- Ability to exercise good judgement and make good decisions
- Ability to observe, retain and prepare clear, concise, and accurate reports and operate general office equipment
- Ability to communicate effectively with people at all levels of comprehension and to handle the public with courtesy and authority
- Must be able to multi-task and produce work under strict and definitive deadlines

#### **Desirable Courses:**

- 911 Emergency Communications Course

#### **Position Includes:**

- Hourly Rate Range: \$28.63-\$40.53
- Enrolment with OMERS (Pension Plan)
- Enrolment with Employment Assistance Program (EAP)

## **PURPOSE OF POSITION**

Under the direction of the Record's Manager, Communicators are primarily responsible for ensuring they provide an effective and efficient link between the public and the police through professional communications.

On occasion, Communicators may be required to fulfill the duties of a Clerk as outlined in that job description.

Shall, in the performance of duties, respect and protect human dignity and maintain and uphold the human rights of all persons.

Applications will be required to:

- Submit the proper application form along with resume and cover letter detailing your skills and experience in regards to the position
- Appear before an interview panel
- Successfully complete testing to verify the required keyboarding skills and other proficiencies
- Undergo psychological testing
- Provide sufficient information, in order for a background check to be made

The Stratford Police Service is committed to building a culture where difference is valued. The more inclusive we are, the better our work will be on behalf of the community we serve. We are committed to continuously improving our systems, policies and practices to remove barriers, promote respect and ensure our employees, in all their diversity, can succeed. We encourage and welcome qualified applicants with a diverse range of perspectives, skills and lived experiences to apply.

Application forms (**Civilian Application Form**) are available on the Stratford Police Service website under the Careers tab.

Completed applications will be accepted until 4:00pm March 8, 2024 via mail or in person to Stratford Police Service, 17 George Street West, Stratford, Ontario N5A 1A6.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

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Greg Skinner  
Chief of Police