

525 High Street  
Paris, Kentucky 40361



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The City of Paris, is currently accepting applications for the position of E911 Dispatcher. Please submit application from [www.paris.ky.gov](http://www.paris.ky.gov) to The City of Paris 525 High Street Paris, KY 40361

## **JOB SUMMARY**

Key Responsibilities: Employee is responsible for the operation of technology and information resources allocated to dispatching.

- Performs responsibilities and specialized operations related to dispatching emergency calls to police, fire, ems, and public works as needed from the communication center.

## **MINIMUM QUALIFICATIONS:**

### Training and Experience:

- Graduation from an accredited high school or its equivalent (GED).
- Certification in basic telecommunication by the Kentucky Department of Criminal Justice Training must be completed within the first 6 months of hire.
- Must be able to type and have a command of math as well as computers—and related computer hardware and software.
- Must be able to work well with co-workers, supervisor, and the general public.
- The successful candidate should have a proven record in planning and problem solving. Also important is the ability to interact and establish good working relationships with multi-agency command leadership, government, and community officials, leaders, and the general public.

Selected candidates will complete a pre-employment exam administered by an outside agency. After acceptance, candidate will be required to pass a psychological test, a polygraph, and a drug screen to the satisfaction of the Kentucky Law Enforcement Counsel. Candidate will then take the 5 week Communications Academy at DOCJT in Richmond Kentucky.

**THE CITY OF PARIS IS AN EQUAL OPPORTUNITY EMPLOYER.**