DISPATCHER/TELECOMMUNICATION POSITION

The Village of Chatham is seeking to fill the position of a full-time Telecommunication Dispatcher with the police department. This position is responsible for receiving law enforcement messages & data by two-way radio, telephone, CAD & computer equipment, monitoring and providing base station service, and processing confidential material. Other duties include interacting with citizens, relaying and interpreting information in emergency situations, dispatching other departments after hours and performing other clerical duties. You must be able to work any of the 3 shifts in a 24 hour period as assigned.

Qualified candidates for this position must possess excellent public relation, communication and organization skills. Applicant must be familiar with Microsoft applications and be able to pass federal and state certification courses as required by law. Experience with LEADS is not required but would be a plus. An application can be picked up at the police department, utility office, or by going to <https://www.chathamil.gov/service/employment-opportunities> . Please return a letter of interest and current resume to the attention of Chief Vernon Foli at the Chatham Police Department, 117 E. Mulberry St. Chatham, Il. 62629. All applications must be turned in by May 30th 5:00 pm.