

CHESTER HOUSING AUTHORITY

Job Announcement

Classification: Part-Time Dispatcher
Work Hours: 16 hours per week
Hourly Rate: \$13.19
Posting Date: 01/20/2022
Closing Date: Until Filled

Position Summary

Under the supervision of the CHA Communications Center Supervisor, the Dispatcher assists with the operation of the CHA Police Department Telecommunications Center. Receive and coordinate all telephone communication including CHA radio requests from security, maintenance, and modernization departments. Performance of the duties requires familiarity with dispatching procedures, knowledge of applicable radio codes, and the ability to deal tactfully and effectively with co-workers, other law enforcement personnel, the residents, and the general public.

Essential Job Functions

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Receives, relays, and dispatches calls for service for the security, maintenance, and modernization departments. This includes the Town Watch Program when operational. Three communication time checks for the security department will be made during each night shift. Monitors and operates communications console. Monitors and operates the CB Radio Channel 9 and local police scanner and relays pertinent information to security patrols. Monitors closed circuit patrols, performs other duties as required.

Applicant must be available to work all three shifts, 8-4, 4-12, 12-8, Sunday through Saturday, and available to arrive at their duty station fifteen (15) minutes before scheduled duty shift.

Required Knowledge and Abilities

Knowledge of the general operations and procedures of a Public Housing Agency (PHA), knowledge of radio codes used by Police, Sheriff, and Fire Departments, knowledge of dispatching procedures, ability to present ideas in a clear concise manner both orally and in writing, ability to communicate with people from a broad range of socio-economic backgrounds.

Minimum Education, Training, and/or Experience

Graduation from high school, vocational school, or equivalent a minimum of two (2) years work experience, and one (1) year of emergency service dispatching experience.

Special Requirements

Must be physically able to operate a variety of automated office machines including computers, copiers, telephones, etc., and must be able to work, move, or carry objects or materials such as files, computer, printouts, reports, calculators, office supplies, etc.