



MILAN POLICE DEPARTMENT

35 NECKEL CT, MILAN MI 48160
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Job Posting – City of Milan Police Department – Part-Time Emergency Dispatcher

Opening Date: May 24, 2017.

Closing Date: Until positions filled.

The City of Milan Police Department is accepting applications for 2 Part Time Dispatcher positions.

This is a part time position with no benefits. Candidates must be flexible in terms of scheduling and must be willing to work all shifts, weekdays, weekends, and holidays. There is no minimum hours guaranteed, but part time employees may not work more than an average of 29 hours/week.

Minimum Qualifications:

Be 18 years of age.

Be a high school graduate or have a GED.

Have no prior felony or serious misdemeanor convictions.

Be a Michigan resident and U.S. Citizen.

Possess a valid Michigan Driver's License and a good driving record.

Pass a comprehensive background check that includes but is not limited to: a driving record check, criminal history check, financial/credit history check, reference check, prior job performance review, and educational record check

Pass a Medical, psychological, and drug screen.

Wages:

Starting pay &/or while in the CTO program:	\$12.84
6 Months service:	\$13.51
1 year of service:	\$16.48
2 years of service:	\$17.72
3 years of service:	\$18.27
4 years of service:	\$19.23

Job responsibilities include but are not limited to:

All duties and assignments required of a regular-full-time Dispatcher with the City of Milan. Responsible for in-coming emergency and non-emergency calls via phone and dispatches police and fire services via radio. Enters and retrieves various information in the LEIN and CLEMIS computer systems. Prepares and maintains required records and reports on all calls received as to nature, time, car number, personnel assigned, location of request and by whom made. Performs police clerk duties.

Selection Process:

Selection by the Chief of Police after participating in a Written Test and an Oral Interview Panel

Application Process:

Qualified applicants must fill out a City of Milan Job Application and forward it along with a cover letter and current resume via email to jeremyn@ci.milan.mi.us, or mail to:

City of Milan Police Department
Attention: Lt. Nieman – PT Disp. App.
35 Neckel Court
Milan, Michigan 48160

Applications can be found, downloaded, and printed by going to <http://www.milanmich.org/JobOpenings.html> or they can be picked up from City Hall, 147 Wabash St., Milan, MI 48160, M-F from 8:00 AM – 4:00 PM. The City of Milan is an equal opportunity employer.

DONALD G. TILLERY
CHIEF OF POLICE