

**Town of Ocean Ridge  
Police Department  
Position Requirements & Information Summary**

**Title:** Police Dispatcher/Clerk  
**Salary:** \$34,112 (Adjustable for Experience and State Certification)

**Duties:** Performs general work as a Police Dispatcher in a full service 911 PSAP. Performs the work of records clerk/data entry for the Police Department. Shift work required with varying shifts.

**Requirements: All applicants must:**

Possess a high school diploma or equivalent, General Education Diploma (GED).  
Military applicants must present proof of honorable discharge or release.  
Be a U.S. citizen.  
Be at least eighteen (18) years of age.  
Possess a valid driver's license from any U.S. state at time of application provided, prior to appointment, a valid State of Florida Class E, or higher, Driver License is obtained.  
Possess, or obtain within twelve months from date of hire, State of Florida 911 Public Safety Telecommunicator Certification.  
Pass and maintain Florida Crime Information Certification within six months of date of hire. Be positive and customer service oriented.

**Selection:**

Applicants meeting the above requirements must successfully pass a Credit check, Computer voice stress analysis (CVSA), Medical examination (including drug testing), Oral interview(s), Complete background investigation.  
Preference given for experience and FL 9-1-1 Telecommunicator Certification.

**Benefits:**

Includes: health, disability and life insurance. Also available: dental and vision plans  
Personal Absence Leave  
Eleven (11) paid holidays  
Paid Vacation Leave based upon tenure  
Bereavement leave  
Florida Retirement System (FRS)

**Application Deadline: 3:00 pm, Friday, April 4, 2014**

**To Apply:**

Interested persons meeting the minimum requirements (see above) must complete and submit the Employment Application for the Ocean Ridge Police Department found on the Town of Ocean Ridge website: [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com). Deliver the completed application to the Town of Ocean Ridge Police Department, 6450 North Ocean Boulevard, Ocean Ridge, Florida 33435.

Equal Opportunity Employer