



THE CORPORATION OF THE CITY OF NELSON



RELIEF DISPATCHER

The City of Nelson is currently recruiting for a relief dispatcher to work in our Police Department. This position will work shift work on an on-call, intermittent basis, as required.

The ideal candidate will have strong interpersonal skills, be well organized and able to communicate effectively (both verbal and written) with all levels of internal and external contacts. In addition, the candidate will be subject to the security clearance requirements of the Nelson Police Department.

This position is responsible for receiving requests for police services, both over the phone and at the front counter; determining the nature and priority of each request and dispatching units to the call. This position also enters the details of the call into the PRIME system and accesses CPIC to relate the status of a vehicle license plate or other related matters to police personnel. Guarding duties are assigned to the position, including the care of prisoners and liaison with Sheriffs.

Education requirements include completion of grade 12, supplemented by standard commercial subjects and courses in computer keyboard operation. Completion of a training program designated by the department and some related experience, preferably in the law enforcement or public safety communications area. Previous dispatching experience would be an asset. Candidates must possess skill in the operation of radio, telephone, PRIME and related equipment. Ability to operate various police and standard office systems with speed and accuracy including CPIC and PRIME is required. Working knowledge of the Criminal Code of Canada, the Motor Vehicle Act, and other appropriate by laws and regulations is important.

The rate of pay for this position is \$18.62 per hour, which amount includes payment in lieu of vacation and benefits.

Qualified applicants should send their resume and cover letter, stating competition number 11NP25 to:

Human Resources
City of Nelson
#101 – 310 Ward Street, Nelson, BC, V1L 5S4
fax: (250)352-2131
email: hr@nelson.ca
Open until filled

We thank all applicants in advance for their interest, however; only those under consideration will be contacted. The City of Nelson is committed to employment equity. We encourage all qualified applicants to apply.