

**City of Pleasant Valley**  
6500 Royal St, Pleasant Valley, MO 64068  
Kansas City northland suburb

Accepting Applications For:

**Dispatcher/Communication Officer (Full Time)**

Rewarding position for those ready to make a difference. We will train.

- Entry Level Salary: \$36,000/yr
- 12 hour shifts with every other three-day-weekend off □ Benefits include:
  - Health, Dental, Vision, & Life Insurance coverage available
  - 80 hours paid Vacation per year
  - 96 Sick hours accrued per year
  - 9 paid Holidays per year
  - 2 paid Personal Days per year
  - 457(b) Retirement Plan with 3% City contribution, 100% vesting from date of hire

**Description:**

Operational level full time position dispatching Police, Fire, and Medical personnel to both emergency and non-emergency calls for service. Answer 911 emergency phone lines, administrative phone lines, and communicate effectively via radio, phone, and in-person.

**Qualifications:**

- High School Diploma required/some college preferred
- Strong organizational skills/Ability to prioritize and multi-task
- Ability to remain calm during stressful situations
- Demonstrates a history of using good judgment
- Excellent listening skills/Customer Service
- Data Entry / Typing
- Reliable and dependable
- Ability to learn
- Ability to work independently

**Apply on-line at City Website:** [www.pleasantvalleymo.org](http://www.pleasantvalleymo.org) "Employment Opportunities"

[Communication Officer Application portal](#)

City Hall is open, M–F, 8–5 pm, if you have any questions, (816) 781-3279.

Posted 11/1/2021 (Post Expires 1/31/2022)