

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

15145 BEECH DALY ROAD
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COMMISSIONERS
Larry Conn, Jr., Chairperson
Dianne Ruhlandt
Craig Miller

PERSONNEL DIRECTOR
Donald E. Wood

DISPATCHER/PRISONER ATTENDANT

The Charter Township of Redford is accepting applications for the purpose of establishing an eligibility list for the **Full Time** position of DISPATCHER/ PRISONER ATTENDANT. Employees in this classification are responsible for the central radio and telephone communications with the police and fire departments, as well as booking and lodging prisoners in the police department.

Salary: Starting, \$15.24/hr

Among the requirements: High school diploma or GED, keyboarding ability of 20 words per minute. Candidates must also pass an extensive background investigation and, once an offer has been made, pass a physical examination with a drug screen.

Qualified candidates must also pass a written examination with a score no less than 70%.

Completed applications along with diploma or GED only will be considered. Resumes will NOT be considered.

Either apply in person from 9:00 AM to 4:00 PM or you may download an application from our website, www.redfordtwp.com. Submit completed applications, **along with a copy of your diploma or GED** to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD
REDFORD, MICHIGAN 48239
313-387-2760

CLOSING DATE HAS BEEN EXTENDED TO OPEN UNTIL FILLED

The Charter Township of Redford is an equal employment opportunity employer

Revised April 22, 2003

Redford Township Employees'
Civil Service Commission

DISPATCHER/PRISONER ATTENDANT

DEPARTMENT: Police Department

REPORTS TO: As Assigned

Purpose: Under the supervision of a command officer, employees in this classification are responsible for the central radio and telephone communications with the police and fire departments, as well as booking and lodging prisoners in the police department.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is ILLUSTRATIVE ONLY, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

Example Duties/Responsibilities:

Receives 911/emergency/medical requests for assistance for the police and fire departments.

Dispatches police and fire personnel and equipment as needed and maintains communications with them.

Routes incoming calls for assistance to the appropriate parties.

Processes incoming prisoners by inventorying their personal property and securing it.

Photographs, fingerprints and records the acquired data in the township computer system.

Places prisoners in cells, monitors their condition, feeds them, dispenses approved medication, prepares them for court appearances and releases them as directed.

Maintains prisoner data on electronic equipment as used by the township.

Communicates with other agencies and operates the L.E.I.N. terminal.

Enters and retrieves data from electronic files and other sources.

Other duties may be assigned as the need arises.

Minimum Qualifications:

High school diploma or G.E.D. Certificate.

Possess and maintain a valid driver license with five or fewer points if required by the department.

Additional Information/Requirements:

Keyboarding ability of 20 words per minute minimum.

Ability to pass all of the following: police background investigation, physical examination, psychological examination and drug test as required by the department.