



ANNOUNCEMENT OF JOB OPPORTUNITY
CIVILIAN POLICE AND FIRE DISPATCHER

Police Department

The City of Bloomington is seeking individuals to provide support services for the Police Department and interact extensively with the public. Shift work is required, including evenings, weekends and holidays.

Minimum Qualifications:

- Excellent oral, listening and written communication skills
- Ability to function effectively and courteously under pressure
- Ability to type with speed and accuracy
- Ability to work in a high stress environment and the ability to handle multiple tasks simultaneously

Desirable Qualifications:

- Prior working knowledge of police Computer Aided Dispatch (CAD) systems
- Two years emergency dispatching experience, or completion of an approved 911/Dispatch Certificate Program
- Knowledge of law enforcement and fire department policies and procedures
- Familiarity with or knowledge of Bloomington city geography
- Confidence in making decisions with the ability to work independently
- Ability to uphold a professional work environment
- Bilingual

Starting Salary: \$22.25 per hour, plus excellent benefits

Please apply at: Human Resources Department
 1800 West Old Shakopee Road
 Bloomington, MN 55431
 (952)563-8710

Or call: (952)563-8710

Visit our web site at: www.ci.bloomington.mn.us

WRITTEN EXAMINATION: Haeg Conference Room – Bloomington Civic Plaza, 2nd Floor
 1800 West Old Shakopee Road
 Bloomington, MN 55431
 (Use southwest entrance door facing Logan Avenue South)

IF YOUR LAST NAME BEGINS WITH A – L, THE WRITTEN EXAM WILL TAKE PLACE ON TUESDAY, AUGUST 24, 2010 AT 5:30 P.M. IF YOUR LAST NAME BEGINS WITH M – Z, THE WRITTEN EXAMINATION WILL TAKE PLACE ON THURSDAY, AUGUST 26, 2010 AT 5:30 P.M.

Everyone who applies is required to take the exam. No further notice will be given. Veteran's Preference points, when applicable, are awarded only to those who achieve a minimum passing rating of at least 70% on the written exam.

All applicants MUST complete a City of Bloomington application and Veteran's Preference form to be considered.

Application materials must be received in the Human Resources Department by 4:30 p.m., Monday, August 16, 2010.

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