



POSITION NUMBER: 7419

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Police Dispatcher
Regular/Full-time

Days Vary
Hours Vary

MINIMUM REQUIREMENTS: Graduation from a standard high school or equivalent and one year of security or related experience. Computer experience highly preferred.

ESSENTIAL FUNCTIONS: Operates base radios to communicate with University Police Department staff; answers telephone and directs calls to include emergency on-campus calls; greets visitors and provides directions; contacts appropriate personnel during emergency situations; completes forms; enters dispatch calls into a computerized dispatch system; accesses various databases to include the Alabama Criminal Justice Information Center, the National Crime Information Center, and the University student database using a PC; maintains files; operates the Telecommunications Deaf Device (TTD); regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Campus Security & Parking Services
Main Campus

OPEN AS OF: June 4, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER