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**City of Wheeling**  
**Public Safety Dispatcher (911)**

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The Municipal Civil Service Commission will be giving a **civil service examination for the position of Public Safety Dispatcher (911)**. The list established from such examination will be utilized for hiring in this position for up to the next two (2) years.

The Dispatcher serves as the point of contact in emergency situations; responsible for receiving, screening, and recording calls from citizens needing assistance, then dispatching the appropriate public safety personnel.

Requires high school diploma or equivalent, one (1) year experience in receiving/processing customer service calls, using computer, dealing with the public in stressful situations, or dispatching-related experience. Multi-tasking skills needed. Must be able to work shift work.

Starting salary \$27,928, with increase at six (6) months; plus full benefits. Applicants must meet the residency requirement within six (6) months of employment.

**Qualified applicants should apply at the following location:**

WV Job Service  
1275 Warwood Avenue, Warwood Plaza  
Wheeling, WV 26003

**Application deadline: Friday, December 21, 2012.** Only applicants meeting the minimum qualifications and requirements for the position, as noted above, will be contacted for the examination.

No telephone calls, please.

EOE

Women and minorities are encouraged to apply.