

# City of Forest Acres

## Forest Acres Police Department

**\* Now Accepting Applications \***

### **Dispatchers (Certified) and Dispatcher candidates (Non-Certified)**

**General Function:** To receive and process requests for services from the public concerning crimes or emergencies and dispatch vehicles/personnel as needed.

**Job Duties:**

- Dispatch proper personnel in emergency type situations.
- Type warrants, incident reports, and other forms.
- Accept and issue receipt(s) for bond and fine monies.
- Assist with bond hearings.
- Maintain a log for police calls and a jail log.
- Performs other duties as directed or required to fulfill the mission of the police dept
- Rotating Shifts

**Salary & Benefits:**

Dispatcher Candidate (non-certified\*) Beginning Salary **\$39,300**

Dispatcher (certified\*) Beginning Salary **\$40,473**

*\* certification through NCIC expected within 2 months of hire date*

- Health & Dental Insurance
- Vacation: 8 hrs per month / Sick Leave: 8 hrs per month
- 12 City-observed Holidays
- Life Insurance and Basic Long-Term Disability coverage
- Participation in SC PEBA Retirement System (SCRS)
- Free Membership at MUV Fitness
- Plus optional: vision, supplemental life insurance, and supplemental long-term disability coverage; dependent coverage; and deferred compensation (all at employee's expense)

**To Apply, Visit:**

5205 N. Trenholm Rd., Forest Acres, SC 29206 -or-

<https://www.forestacres.net/city-government/employment>