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**NOTICE OF JOB VACANCY**

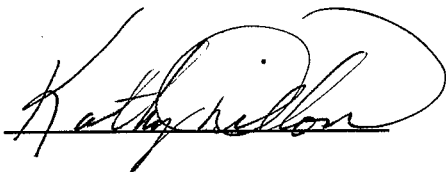
Notice is hereby given that a vacancy exists in the classified service of the City of Union City for a full-time employee.

**POSITION** GS5.5 Dispatcher

**STARTING SALARY RANGE** \$15.24 – 21.43/ hour

If you are interested in this position, an application must be filed by September 21, 2022. Applications may be obtained from the Personnel Office at the Municipal Building located at 408 S. Depot St. or online at [www.unioncitytn.gov](http://www.unioncitytn.gov).

The job description for the above listed position is attached.



Kathy Dillon, City Manager

IT IS THE POLICY OF THE CITY OF UNION CITY, TENNESSEE NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX OR DISABILITY IN ITS HIRING AND EMPLOYMENT PRACTICES, OR IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES AND ACTIVITIES.

## **GS 5.5 DISPATCHER:**

### **DEFINITION:**

The employee in this class maintains records, receives telephone calls, emergency reports, operates the radio and acts as dispatcher. Work is closely supervised by superior officer in charge of shift and Chief of Division.

### **GENERAL DUTIES:**

- Takes and records calls
- Keeps radio log, records, and other detailed information as directed by superior officer in charge of shift.
- Operates radio base station and dispatches calls to mobile units.
- Performs related work as required.

### **EXPERIENCE AND TRAINING:**

Graduation from a standard high school or equivalent education and experience as approved by the Department Head.