
Public Safety Dispatcher Resume

Job Objective

To obtain a job as Public Safety Dispatcher and perform my duties with full dedication.

Highlights of Qualifications:

- Hands-on experience in handling and delivering public safety services
 - Profound knowledge of various government laws such as Criminal Law, Federal Privacy Act, and Public Records Act
 - Operational knowledge of radio system, CLETS, and multiline telephone system
 - Familiarity with data entry practices and recordkeeping procedures
 - Ability to maintain cooperative relationships with law enforcement and emergency services personnel
 - Ability to pacify persons facing difficult situations and emergencies, on the call, efficiently
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Professional Experience:

Public Safety Dispatcher
City of Wichita Falls, Texas
August 2012 – Present

Responsibilities:

- Handled and responded to information requests and emergency service calls from public, promptly and professionally.
- Assessed severity of emergency request and dispatched public safety resources, accordingly.
- Arranged and coordinated timely dispatch of police units, security personnel and medical emergency team.
- Operated and monitored computerized alarm system, CCTV system, and Computer Aided Dispatch system.
- Used advanced radio system and maintained contact with public safety officers.
- Prepared, maintained, and retrieved relevant electronic records for use by public safety units.

Public Safety Dispatcher
City of Atlanta, GA
May 2009 – July 2012

Responsibilities:

- Answered public calls for service and dispatched relevant personnel for assistance.
 - Watched all CCTV monitors and building alarm systems and responded to alerts, efficiently.
 - Operated and maintained the agency-owned electronic dispatch system, properly.
 - Created and maintained accurate and complete records related to work activities.
 - Updated, maintained, and retrieved information from public and personnel databases, as requested.
 - Prepared and presented various service outage announcements to all intended persons.
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Education:

Bachelor's Degree in Public Safety
Bethel University, Saint Paul, MN

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