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Anthony L. Noble, Clerk
Mike Roman, Treasurer



Trustees
Scott Ruggles
Steve Anderson
Andrea C. Voorheis
Liz Fessler Smith

WHITE LAKE TOWNSHIP

7525 Highland Road, White Lake, MI 48383

JOB POSTING

Dispatcher

The White Lake Township Police Department is seeking a dependable individual to serve as a **dispatcher**, starting at **\$52,524** annually. Under the supervision of the Patrol Lieutenant, this position is responsible for answering emergency and non-emergency calls, dispatching Police, Fire, and EMS units, operating radio and computer systems, and obtaining critical information during emergencies. Dispatchers work varied shifts, including nights, weekends, and holidays.

Additional duties include providing crisis intervention, assisting the public in person and by phone, monitoring prisoners in custody, performing LEIN and CLEMIS checks, maintaining records, administering court-ordered PBTs, and completing related administrative tasks. Dispatchers also serve as after-hours emergency contact for Township needs and support overall department operations.

Candidates must have a high school diploma or GED, LEIN and CLEMIS certification, a valid driver's license, and strong communication and multitasking skills with the ability to work effectively in high-stress situations. The position is primarily seated with intermittent movement and may require lifting up to 25 pounds.

Please submit a cover letter and resume with your application. Applications and the complete job description can be found on the White Lake Township website at <https://www.whitelaketwp.com/jobs>.

Applications will be accepted until filled on a rolling basis. There is no official end date to this posting. Please send materials to:

Robin Myers, HR Generalist
rmyers@whitelaketwp.com