The Punta Gorda Police Department will be testing candidates for the position of **Dispatcher**. *Upon successful completion of the testing process candidates will be eligible for consideration for Dispatcher positions.* The starting salary for this position is $36,296.

Applications and all required documents must be received by Human Resources no later than 4:00 pm on Wednesday, August 18, 2021. Please only provide specified documents.

Applicants who have placed their names on the current list to test by submitting their application, but are unable to attend, should contact Human Resources by email so their names can be removed.

The City of Punta Gorda employs three tools in determining the qualifications of each Dispatcher candidate:

Written Examination

- o A standardized written examination will be administered to all candidates on **Monday, August 30. at 9:00am** at the Punta Gorda Police Department, Training Rooms A - B, located at 1410 Tamiami Trail, Punta Gorda, Florida 33950.
- o Applicants must have a minimum composite (average) score of 70% for all sections.
- o Upon successful completion of the written examination, the applicant will be placed on the Dispatcher Eligibility List for one year or until the list is depleted.
- o Eligible candidates will be selected for the following two phases of the pre-hiring process.
- **CritiCall Software**
  - o CritiCall is a computerized test administered to selected candidates who have successfully passed the written examination. CritiCall tests Dispatcher applicants for critical skills and abilities necessary for success in the dispatching environment.
- **Interview**
  - o An interview will be granted to selected candidates who have passed the written examination and CritiCall. The interviewers will be comprised of members selected by the Chief of Police, or his/her designee.

Eligible candidates who successfully complete the above process may be considered for a Dispatcher position as such positions become available.

PLEASE PRINT AND RETAIN THIS PAGE, AS IT HAS NECESSARY INFORMATION FOR THE TESTING.