



WATERTOWN POLICE DEPARTMENT

Robert W Kaminski, Chief of Police

To: Finance Committee
From: Chief Robert Kaminski
Date: 05/18/2023
Subject: Telecommunicator Position

The City of Watertown Dispatch Center has one(1) Full-time opening. We interviewed three candidates for the position.

Cassie Muffler is the top candidate and has passed the background process.



Candidate Selection Form

POSITION TITLE: Telecommunicator DEPARTMENT: Dispatch

NEW POSITION ____ VACANCY: XX RECLASS ____ # OF APPLICANTS: 3

FT: XX PT ____ EXEMPT ____ NONEXEMPT: XX

Reason for opening:
Vacancy from Telecommunicator moving to vacant records position.
Justification to fill:
Dispatch is short one full-time staff position.
Top three responsibilities for position:
Dispatch emergency and non-emergency calls for service Answer emergency and non-emergency phone calls Data entry, CAD entry, Records entry

CANDIDATE NAME: Cassie Muffler

How this candidate had demonstrated skills to meet the needs of the position and requested step:
 Candidate was tested through workforce development and has excellent skills. Candidate passed all required exams necessary for position

Date Available to start:		Grade		Step		Hourly Rate	
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FIRST ALTERNATE: _____

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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SECOND ALTERNATE: _____

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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Approved Yes _____ No _____