



Town of Belchertown

Office of Human Resources

2 Jabish St, Post Office Box 670

Belchertown, MA 01007-0670

Telephone: (413) 323-0412

INTEROFFICE MEMORANDUM

TO: Senior Center
Police Department
Fire Rescue Department
Department of Public Works
School Department
Recreation Department
Clapp Memorial Library
IT Department
Animal Control Department
Human Resources Department

FROM: Human Resources

DATE: July 27, 2023

RE: PLEASE POST JOB NOTICE(S)

DISPATCHER – PART TIME

The Town of Belchertown is accepting applications for a part-time Dispatcher in our 24 hours 7 days a week dispatch center. This position monitors telephones and radio communications. Answers all telephone and radio incoming calls; ascertains the nature and location of the situation; dispatches necessary police, fire, ambulance personnel and equipment; makes proper referrals to other agencies or departments as appropriate. Responds to all emergencies, complaints, and requests received and all other related work as assigned. Must be able to work any shift with overtime requirements. Part time employees are given consideration for any future full time dispatcher openings.

This is a Dispatchers Union grade 4 position starting at \$20.53 per hour.

Employment application are available online at www.belchertown.org/human_resources or by emailing jmisiaszek@belchertown.org . Applications will be accepted until position is filled.

The Town of Belchertown is an EEO employer, we encourage women, minorities, and veterans to apply.

cc: Town Hall Bulletin Board
Copy Room Bulletin Board