

**Town of Plymouth  
Human Resources Office**  
26 Court Street  
Plymouth, MA 02360



508-747-1620 Ext. 10101  
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**July 30, 2021**

### **Job Posting**

## **POLICE DISPATCHER POLICE DEPARTMENT**

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The Town of Plymouth seeks qualified applicants for the position of **POLICE DISPATCHER** for the Plymouth Police Department.

Responsibilities include: operation of police communications system, dispatching cruisers to all calls for police services and emergency police services; receives all 911 calls, refers to appropriate agencies in an accurate and expeditious manner; gathers and disseminates critical information in a time-sensitive manner to police cruisers, supervisors, co-workers, other police departments, other emergency services, and other Federal and State law enforcement agencies. Receives all incoming calls via switchboard and connects to proper department and/or division; maintains computerized records of calls for services; ability to work in a fast-paced multi-task emergency environment. Ability to perform duties effectively and accurately and to maintain favorable public image of the Police Department.

Qualifications: High School degree with two years' experience in a clerical or communications capacity; Police Dispatching experience preferred. Must be able to work with the public constructively while projecting a professional representation of the Police Department.

Salary \$20.7791/hour, 40 hours/week. Applications will be reviewed upon receipt. Applications, to be submitted with a cover letter and resume, are available at [www.plymouth-ma.gov](http://www.plymouth-ma.gov) and will be accepted on-line or in the Human Resources office, 26 Court Street, Plymouth, MA 02360. AA/EOE