FULL-TIME PUBLIC SAFETY DISPATCHER

Town of Stoughton

Wanted: Experienced full-time Public Safety Dispatcher (Police/Fire) in the Stoughton Central Dispatch Center. The Public Safety Dispatcher works under the Communications Administrator and operates in a 24-hour a day operation. **Duties and responsibilities include but not limited to:** receiving and recording telephone calls and requests for service or information; maintaining accurate and timely computer entries regarding documented responses; receiving and transmitting radio communications to dispatch police, fire, rescue, and emergency medical services and other appropriate personnel as required; coordinating back-up support activities via radio or telephone. **Qualifications:** Candidates must be at least 21 years of age, have a high school diploma or equivalent, and be available for all shifts including nights, weekends, and holidays. Applicants must possess current APCO EMD certification, CPR certification, and E911 Telecommunication certification. Applicants must be able to work under stressful conditions with an inherent ability to multitask in emergency situations. Strong written and oral communication skills, excellent computer skills and knowledge of dispatch equipment including; radio systems, automated data communications, telephone systems is necessary. Applicants must be able to pass a criminal background, pass a critical hands-on dispatching assessment and an oral interview. All applicants must be able to pass a pre-employment physical including drug testing. Previous emergency medical dispatch experience and knowledge of Police/Fire Department terminology and enhanced 911 systems preferred. **Starting Salary range:** $46,040 - $48,378 Resumes will be accepted until position filled: Director of Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072. AA/EOE