



## Georgetown Police Department

47 Central Street  
Georgetown, MA 01833  
(978) 352-5700

Donald C. Cudmore  
Chief of Police



## Job Posting

### Reserve Communications Center Dispatchers

#### Job Details

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**Posted:** January 26, 2015

**Starting Date:** On or After March 1, 2015

**Application Deadline:** Posted Until Filled

**Hourly Wage:** \$16.86

#### Job Description

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Communications Dispatcher: Processes incoming and outgoing emergency and non-emergency telephone calls for the Town of Georgetown. Dispatch and communicate with the police department, other law enforcement agencies, fire and EMS units ensuring agency policy, procedures and goals are met. Hours of work include all three (3) shifts, weekends and Holidays on a regular basis. Reserve Dispatchers are also required to maintain all certifications to remain a certified dispatcher in the Commonwealth of Massachusetts.

**Position Type:** Part-Time (Uniform Shirts Provided as Needed)

**Positions Available:** 2

#### Equal Opportunity Employer

*It is the policy of the Town of Georgetown and the Georgetown Police Department to afford equal opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin and to conform to applicable laws and regulations by law.*

#### Requirements

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- A.P.C.O. Emergency Dispatch Certified - Preferred
- 911 Certified - Preferred
- C.P.R. Certified - Preferred
- C.J.I.S. Certified or be able to pass C.J.I.S. test
- Working knowledge of Microsoft Windows 7 computer systems
- Be able to work all three (3) shifts including Weekends and Holidays
- The ability to work a minimum of one (1) eight hour dispatch shift on a weekly basis
- Successful completion of a background check per current policy and procedure

#### Contact Information

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Submit Cover Letter, Resume and three (3) Letters of Recommendation to:

Chief of Police Donald C. Cudmore  
Georgetown Police Department  
47 Central Street  
Georgetown, Massachusetts 01833