



Georgetown Police Department

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

Donald C. Cudmore
Chief of Police



Job Posting

Full-Time Communications Center Dispatcher

Job Details

Posted: January 26, 2015

Starting Date: On or After March 1, 2015

Application Deadline: Posted Until Filled

Hourly Wage: \$19.24 to \$19.62

Job Description

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. Dispatchers are also required to maintain all certifications to remain a certified dispatcher in the Commonwealth of Massachusetts.

Position Type: Union Contract

Positions Available: 1

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

- 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 Word, Excel computer systems
- Be able to work all three (3) shifts including Weekends and Holidays per contract schedule
- The ability to the learn and be proficient in C.A.D. and I.M.C./Tritech Systems
- Successful completion of a background check per current policy and procedure

Contact Information

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