



Georgetown Police Department

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

Donald C. Cudmore
Chief of Police



Job Posting

Part-Time Communications Center Dispatchers

Job Details

Posted: March 24, 2023

Starting Date: Immediately

Application Deadline: Open until filled

Hourly Wage: \$19.47 (Training Wage \$15.00)

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

Position Type: Part-time

Positions Available: 3

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

There are many certifications for a Dispatch position. The Georgetown Police Department will provide training to the right candidate selected for this position. However, the following training would be a plus:

- 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 platforms, Outlook and other 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

Submit cover letter and resume to:

Disp. Spv. Keenan Leonard-Solis
Georgetown Police Department
47 Central Street
Georgetown, Massachusetts 01833