



Georgetown Police Department

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

David P. Sedgwick
Chief of Police



Job Posting

Full-Time Communications Center Dispatcher

Job Details

Posted: December 20, 2023

Application Deadline: Posted until filled

Starting Date: T.B.A

Hourly Wage: Starting at \$26.07/hr. and C.B.A. incentives

Job Description

Communications Dispatcher: Process 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 may include all three (3) shifts, weekends and holidays on a regular basis. Dispatchers are also required to maintain all certifications to remain a certified communications 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 Medical 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 learn and be proficient in C.A.D. and I.M.C./Tri-tech Systems
- Successful completion of a background check per current policy and procedure
- Wages and compensation pursuant to Collective Bargaining Agreement

Contact Information

Submit letter of interest and resume to:

Dispatcher Supervisor Keenan Leonard-Solis
Georgetown Police Department
47 Central Street
Georgetown, Massachusetts 01833