



Town of Stoneham
Public Safety Dispatch Department

Employment Opportunity
Part-Time Public Safety Civilian Dispatcher Position

High public visibility and contact. Receive and process emergency and non-emergency signals and calls for service. Dispatch police, fire, EMS and other emergency units and personnel as needed. Monitor and operate emergency signaling, radio, computer, telephone, alarm and other specialized equipment in support of public safety communications and dispatch functions.

Qualifications

- Ability to rapidly and accurately assess and process emergency and non-emergency requests for assistance in a composed manner
- Familiarity with computers to process records and information via interdepartmental computers and state-wide computer systems
- Temperamentally suited to the position and able to work harmoniously with other persons and the general public
- Ability to maintain accurate written records, plan, organize and prioritize work
- Ability to take direction and also work independently as needed

Candidates must have worked, or be currently working, as either a full-time or part-time dispatcher/call taker in a Massachusetts 9-1-1 setting and possess APCO PST1 certificate.

Salary Range: \$25.00 – 30.00 per hour

This is an on-call “no benefits” position not to exceed 18.50 hours per week.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug test. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law. Prospective employee must possess a valid driver's license.

Interested candidates, please complete the attached employment application and forward with your resume, no later than Monday, May 23, 2016, to:

Ginny Ray, Human Resources Director
Town of Stoneham
35 Central St.
Stoneham, MA 02180

The Town of Stoneham is an ADA/Equal Employment Opportunity/Affirmative Action Employer.