

**JOB POSTING NOTICE
TOWN OF WEYMOUTH
Human Resource Department**

Position: Telecommunicator

Department: Police Department

Manager: Chief Richard Grimes

Salary Range: \$46,151.60 to \$57,637.02

Posting Date: April 3, 2018

Close Date: April 17, 2018

Position Description:

The Weymouth Police Department is seeking a full-time Telecommunicator (Dispatcher) with dispatch experience. The Telecommunicator works under the general supervision of the Watch Commander of the shift. Makes constant contact with the general public requiring excellent customer service skills. Makes frequent contact with other town departments, especially the Fire Department, ambulance personnel, the Department of Public Works, and State and Federal Offices and officials. Has access to confidential criminal investigation records. Communicates via telephone or radio with other agencies, such as utility companies, alarm services, ambulance companies, town and State highway departments. Candidates must be available to work Nights, Weekends and Holidays.

****SEE HR PAGE FOR FULL JOB DESCRIPTION****

Minimum Qualifications:

APCO PST1: 40 hr. certification, Vesta Pallas: 16 hr. certification and NG911 required; APCO EMD preferred.

Excellent oral and written communication skills;

Ability to type thirty-five words per minute minimum;

High School graduate or GED;

Public safety dispatching experience preferred

Working knowledge of computer-aided dispatch and radio operations;

Working knowledge of the streets of Weymouth preferred. Background checks are performed on all hires.

Shift to be assigned, rotating days off with weekend and holiday work required.

The Town of Weymouth is an EEO/AA employer.