NOTICE OF POSITION VACANCY

PUBLIC SAFETY DISPATCHER
PART-TIME: 20 HRS - BENEFITTED
SALARY RANGE - $18.98 - $24.00/HR

DEFINITION:
Dispatches police, fire and emergency medical response vehicles for emergency responses; Routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeping official records; and assisting in the administration of the standard operating procedures of the dispatch center providing service for the police, fire and emergency medical services on a 24 hour, seven day week basis with 8 hour rotating shifts on a 4/2 work schedule; all other related work as required.

(The functions listed above are intended only to illustrate various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:
High school education with increasingly responsible related experience and familiarity with general office practices such as typing, filing, accounting/bookkeeping. Knowledge of computer and electronic data processing preferred, or any equivalent combination of education and experience. Must submit to Massachusetts Board of Probation and an Interstate Inquiry Index record check. Must comply with the minimal qualification guidelines established by the Criminal History Systems Board.

TO APPLY:
Applicants who wish to be considered may submit application and resume to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027 or email application and resume to personnel@easthamptonma.gov. on or before closing date.

THE CITY OF EASTHAMPTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER