Scituate Police Department

Accepting Applications/Resumes for:

**Emergency Services Dispatcher**

**Starting Salary: $38,104.16 after 1 year of service $44,146.32**

The Scituate Police Department is accepting applications for the position of Emergency Services Dispatcher with previous experience for our combined police/fire dispatch center. The hiring process will be done by a hiring panel. The panel will review and rates submitted applications and resumes, and then invite a limited number of prospective candidates for an oral interview. Hiring selection(s) for this position will be based off of the application, resume, previous experience, and interview results.

Applicants **MUST:**

* Be a U.S. citizen
* Read, write, and speak English fluently
* Be at least 18 years old
* Possess strong communication skills with the ability to express ideas clearly and concisely in written and verbal formats
* Be able to dispatch Police, Fire, and EMS calls
* Have the ability to operate radio, telephone and computer systems simultaneously under routine, emergency, and high stress conditions
* Have knowledge of handling situations where mutual aid from other agencies may be required
* Be able to assist general public with walk-in reports and/or general information
* Have adequate hearing, manual dexterity and mental disposition
* Be willing to work all hours/shifts including nights, weekends and holidays
* Be able to multi-task

Note: Resumes should include any and all skills relevant to this position (IMC, RILETS/NCIC,

 I AM Responding etc…).

Applications are available on our website at <www.Scituatepd.org>.

Please e-mail completed applications and resumes by 3P.M. on May 29th, 2020 to:

Administrator/ Executive Assistant

Toni DePalo at

**tdepalo@scituatepd.org**

*The Scituate Police Department is an Equal Opportunity Employer*