

**TOWN OF EASTON
POLICE DEPARTMENT
COMMUNICATIONS DISPATCHER**

The Town of Easton is accepting applications for a qualified individual to fill the position of Communications Dispatcher, 32 hours per week. Additional applications will also be accepted for other Dispatcher positions which may become available including part time and per diem.

Minimum Qualifications: High School graduation or equivalent plus one year of experience in a general clerical position involving working with the public; or any equivalent combination of education and experience. Certification of C.J.I.S system user and certification in Enhanced 911 systems through the Commonwealth of Massachusetts is required. Previous experience as a Public Safety Dispatcher is preferred.

Duties include but are not limited to receiving 911 emergency phone calls, business phone calls, radio dispatching for Police, Fire and EMS, operating the IMC dispatch computer system, record keeping and other related tasks. The position requires the candidate to work any one of three shifts, including holidays, nights, weekends and overtime as needed. The position is a union position and compensation is \$19.91 per hour with excellent benefits as well as shift differentials. Part time positions are also union positions, per diem positions are not union and do not include a benefits package.

Required applications can be downloaded at www.easton.ma.us under the "Residents" tab and then "Employment Opportunities". Interested applicants should submit a cover letter, resume and required job application to Human Resources Coordinator Mary Southworth, 136 Elm Street, Easton, MA 02356 or email at msouthworth@easton.ma.us. Applications will be accepted until the position is filled and applications for part time and per diem positions will be accepted on a rolling basis.

The Town of Easton is an Equal Opportunity Employer