

**CIVILIAN DISPATCHER**

The Town of Winchester is accepting applications for a Temporary position of Civilian Dispatcher.

**DUTIES:**

- Under the supervision of the Officer-in-Charge and the Chief Civilian Dispatcher, receive and monitor communications, calls and alarms for Police, Fire, and other emergency services; notify and dispatch appropriate personnel to respond to such emergencies; operate related computers; and maintain related records.
- Monitor alarms and radios and answer telephones to obtain information regarding reported Police, Fire, and other emergencies.
- Determine nature of response; call in required personnel and dispatch needed Fire, Police, and other emergency response personnel to emergency scenes. Relay messages to various personnel and departments within the Town regarding such emergency situations. Call in assistance from other communities in accordance with established procedures and protocols.
- Respond to calls of a non-emergency nature from the public. Provide information and assistance; refer to appropriate department/individual as necessary. Receive and respond to calls on telephone for the deaf.
- Monitor security equipment for Public Safety and Fire Building including electronic control of doors and CCTV monitors.
- Utilize Criminal Justice Information System; access state and national data as necessary and/or requested through use of computerized system.
- Responsible for the documentation of all emergency notifications and responses. Complete incident card and log sheet entries. Enter data and maintain files on stolen property and other assigned records.
- Perform other related duties as required.

**BASIC KNOWLEDGE AND EXPERIENCE:**

- The applicant must be certified as a "Public Safety Telecommunicator". A college degree and a certificate in "Emergency Medical Dispatching" is preferred.

**INDEPENDENT ACTION:**

- Under supervision, function independently in accordance with written instructions, referring to Chief Civilian Dispatcher and/or appropriate officer on duty on legal, fire prevention and inspection questions.

This is a temporary, Monday – Sunday position. Hours of work will vary from day to day and from week to week. Applicant must be able to work various hours over a 24 hour day and seven days per week. Hours of work will range between 16 and 19 per week. Salary range is \$17.96 to \$24.48 per hour.

Please apply to Kenneth Albertelli, Chief of Police, 30 Mount Vernon Street, Winchester, MA 01890 by August 3, 2012.