CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960
Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

DATE: September 25, 2015

JOB POSTING
POLICE DEPARTMENT
DISPATCHER - Two Vacancies

Job Title: **Dispatcher**

Civil Service: **Official Service; subject to testing procedures as become available.**

Union: **PEABODY POLICE DISPATCHERS ASSOCIATION, MASSACHUSETTS COALITION OF POLICE, LOCAL 348**

Schedule: **To be determined. Dispatch response is an obligation of all days and all hours; 8 hr shifts. Work 4 days followed by two days of non-work.**

Pay Rate: **Depending on shift, $16.96 to $18.23 per hour.**

Summary of Position Responsibilities:
Duties of a Dispatcher are primary in public safety as calls for service are received by the Dispatcher and appropriate personnel of the Police, Fire and Emergency Medical services are dispatched as needed. The Dispatcher must transmit and receive information and messages between public safety divisions and other law enforcement and emergency service providers.
All calls received and the actions taken are recorded and maintained accurately in computer based systems.
Supervised by the Supervisor of Dispatch under authority of the Chief of Police and/or his designee.

Qualifications:
High School graduate.
Demonstrated proficiency in effective use of a keyboard and recording effectively into computer systems. Solid understanding of effective record maintenance. Clear and effective in communication by phone and in person; able to read and write clearly in English. Able to comprehend and follow instructions. Able to work on computer keyboard for long periods. Able to work day or night and week-ends. Hearing at or correctible to normal ranges; hear without impediment in all telephone contacts. Able to speak in another language is a plus.

Application: City application can be found on the City of Peabody, MA website or obtained at the HR Dept., City Hall. Submit on or before **October 9, 2015** to the Human Resource Office, City Hall, 24 Lowell St. or e-mail to ctrombley@peabody-ma.gov; fax 978-538-5982. The City is an EOE.