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*Department of Police  
Borough of Upper Saddle River  
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The following are essential job functions for the position of police dispatcher:

1. Speak and understand English clearly
2. Clearly write in English using proper grammar
3. Answer phones clearly and politely at all times, sometimes under very stressful situations
4. Answer 9-1-1 emergency calls
5. Handle multiple emergency calls simultaneously
6. Lead and direct all phone conversations
7. Conduct phone conversations while simultaneously monitoring all radio traffic
8. Monitor multiple radio frequencies at the same time
9. Relay information via phone/radio to emergency services with speed and accuracy
10. Interact with the walk-in public at headquarters
11. Dispatch emergency services as needed
12. Be familiar with computers
13. Must be good with typing and computers
14. Read and comprehend technical manuals for computers
15. Be able/willing to work long hours when necessary
16. Be able/willing to work rotating shifts
17. Sit for long periods of time, sometimes without break or relief
18. Observe video monitors
19. Have dexterity to perform dispatch functions
20. Lift small amounts of weight such as computer paper boxes and small equipment
21. Dispatchers are on a probation period for one (1) year from the date of hire
22. Dispatchers may work 12-Hour shifts
23. Full-Time Dispatchers must be available for early call-in

Part-Time and Per-Diem dispatchers are called on an as needed basis. Dispatchers must fulfill time obligations and maintain on-going department training or will be removed from the department's active roster.

I have read the above listed job functions for Police Dispatcher and believe I can perform these essential functions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_