



Michael A. Spera
Chief of Police

TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

FULL-TIME PUBLIC SAFETY DISPATCHER

MINIMUM QUALIFICATIONS:

- Over 18 Years of Age
- High School Diploma or GED
- Proficient with using computers including Microsoft Office and windows based programs
- Ability to take and follow orders
- Skilled in typing and taking hand and typewritten notes
- Strong oral and written communication skills
- Ability to multitask and work under extreme pressure in a fast paced environment
- Excellent vision (after correction) and hearing

SPECIAL QUALIFICATIONS:

- The ability to obtain and maintain various State and National Emergency Communication Certifications, including but not limited to:

National Incident Management System
State of Connecticut Telecommunicator
E-911
Emergency Medical, Police and Fire Dispatching
NCIC/COLLECT

- Must be of good moral character and successfully complete the Department's testing process, which includes, but is not limited to, written, psychomotor and oral examinations, as well as a complete background investigation and medical screening.

HOURS / COMPENSATION:

Part Time / Per Diem – Various Shifts

\$ 17.86/Hour – Training Wage

\$ 22.77/Hour – Following Certification and completion of the Department's Training Program

Uniforms Provided

JOB DESCRIPTION SUMMARY:

Persons filling this position shall work for the Emergency Communications Division and shall be considered a Support Operations Employee of the Department of Police Services. General duties include, but are not limited to, receiving and transmitting emergency and administrative information for Public Safety and Municipal Agencies/Departments using all communication tools and technologies. Maintaining two-way radio contact with dispatched public safety personnel and the creating and keeping of accurate records. Dispatches, monitors and interacts with police, fire and medical calls in progress, and relays information to the public and members of the public safety community as required. Uses computers to input, retrieve and transmit information from State Motor Vehicle, National Crime Information System and other information sharing networks. Has high interaction with the general public through greeting them in person and receiving and managing emergency and non-emergency telephone calls and provides appropriate services and assistance as necessary. Responsible for other duties as assigned.

APPLICATION PROCEDURE:

Interested Persons may pick up an application packet at the Department of Police Services Communications Center. Applicants MUST follow directions as detailed in the application packet. All completed application materials, including a non-refundable \$35 examination fee, are required to be submitted in a sealed envelope.

Posted – October 16, 2019