



The Town of Avon Announces the Recruitment for the  
Following Position:  
***COMMUNICATIONS DISPATCHER***

**Department:** Police

**Reports to:** Unit Manager and Duty Sergeant

**Date Posted:** May 18, 2023

**Status:** Full-time 40 hours/week

**Starting Salary:** \$56,850/yr (\$27.3319/hour)

**Effective 7/1/23:** \$58,555/yr (\$28.1519/hour)

**Closing Date:** June 15, 2023

Benefits include Health Insurance, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave, per union contract.

**To Apply For This Position:** Completed applications must be submitted through [www.policeapp.com](http://www.policeapp.com). The job posting and job description are available in Job Opportunities on the Human Resources page of the Town website [www.avonct.gov](http://www.avonct.gov).

Successful candidates must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

**Summary of Duties:** Receives telephone calls and dispatches police, fire, medical emergency, or other emergency services. Operates two-way radio in maintaining constant contact with dispatched vehicles and radios backup police services as needed. Receives and transmits orders and instructions using appropriate code language to police officers at activity scenes and transfers backup units for adequate coverage elsewhere. Provides network communication to Town Police, fire, medical, State Police and adjacent town police or mutual aid fire services by radio. Receives canine control and road emergency calls and transmits messages to responsible persons. Performs backup services for highway dispatching services. Monitors teletype system for significant information and informs shift commander of same. Operates E-911 telephone systems. Uses computer terminal to input, retrieve and transmit information from state motor vehicle system and National Crime Information System. Uses electronic filing system for incident and intelligence information. Manually, and/or electronically maintains activity, security, and alarm database. Monitors prisoner cells and building security system by television. Responds professionally to the public on routine telephone inquiries. Relays information to other Town Departments, utility companies, and wrecker services. Establishes priorities of work assignments and plans according to standardized procedures. Performs related tasks as required.

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent and three (3) months' work experience. Prior First-aid or emergency medical training desirable. Ability to obtain State of Connecticut Telecommunicator Certification. A valid Driver's License is required. Candidate must pass CPCA Dispatcher Exam prior to application.

Preference may be given to candidates possessing State of Connecticut Telecommunicator Certification or prior radio communications or police dispatch experience.