



Ashby Police Department

893 Main Street
Ashby, Massachusetts 01431
www.AshbyPolice.org



Phone: (978) 386-5652
Fax: (978) 386-7753

Ashby Police Department – Part Time Public Safety Dispatcher

Position: Part-Time Dispatcher
Salary: \$15.61 per Hour (\$13.00 per hour during training)

Summary of Duties:

Civilian dispatchers work under the direction of the lead dispatcher and fall within the communications division under the supervision of the Chief of Police. Dispatchers are responsible for answering and processing all incoming calls for Police, Fire, EMS, Highway, and Animal Control operations. All 911 calls are received and dispatched through the communications department using a Computer-aided dispatch system (CAD). Responsible for the operation of telephone, radio, and computer related equipment as necessary following established procedures and policies. Duties include conducting law enforcement inquiries, data entry, validation and modification. Receiving and dispatching medical assistance calls including providing pre-arrival instructions.

Working Conditions:

Part-Time position(s) do not receive benefits and shifts are scheduled on an as needed basis. Shifts are bid by seniority as governed by the collective bargaining agreement; willingness and ability to work all shifts including nights, weekends, holidays, and overtime are required.

Qualifications & Entrance Requirements:

- Minimum of a high school diploma or GED
- Ability to work any shift including nights, weekends, holidays and overtime as required
- Excellent oral and written communications skills
- Be able to multi-task and work in a high-stress environment
- Obtain and maintain a valid CPR certification
- Obtain and maintain E911, EMD, and CJIS certifications
- Computer literacy and basic Microsoft operation knowledge is necessary
- Successful completion of a thorough background investigation

Letters of interest and resumes will be accepted until the position is filled. Preference will be given to those applicants with prior dispatch experience.

A letter of interest and resume should be submitted to;

Ashby Police Department
893 Main Street
Ashby, MA 01431
Attn: Chief Fred Alden

The Ashby Police Department is an Equal Opportunity Employer.