



PROFESSIONAL STANDARDS

Full-Time 911 Public Safety Telecommunicator/Dispatcher position

Job Summary:

The Palmer Police 911 Public Safety Telecommunicator/Dispatcher position serves as the initial contact point for calls for service in the Town of Palmer. Additionally, this position is responsible for receiving police, EMS and fire emergency calls through a PSAP utilizing 911 technologies. This position requires the use of IMC records management system, CAD, and DCJIS. The position provides aid and support to department personnel ensuring tasks are performed in a concise, accurate, and timely manner.

Minimum requirements:

- Applicants must be 18 years or older,
- A high school diploma or GED
- Experience with using computers
- The ability to multitask
- Be able to remain calm under pressure
- Maintain strict confidentiality
- Attend mandated training
- Be able to pass a background check

This is a Full-time position for a 911 Public Safety Telecommunications center that operates 24/7, utilizing three shift schedules of 7 a.m. to 3 p.m., 3 p.m. to 11 p.m. and 11 p.m. to 7 a.m. assignment to a shift is subject to a collective bargaining agreement. Salary is dependent upon experience and subject to a collective bargaining agreement (Range = \$44,307.00 to \$53,974.00). This position may require working weekends and holidays. Applications may be obtained at (www.palmerpolice.org) and returned to the Palmer Police Department at 4419 Main St. Palmer, Ma. 01069 Attn: Professional Standards or, applications may be submitted electronically, with a cover letter, to professionalstandards@palmerpolice.org

The Town of Palmer is an Equal Opportunity/Affirmative Action/ADA employer.

Open until filled