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## TOWN OF MEDWAY

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### **PART TIME DISPATCHER POLICE/FIRE/EMS**

The Town of Medway's Police Department seeks qualified candidates for a part-time Dispatcher. The weekly schedule will consist of two (2) consecutive 11:00 p.m. – 7:00 a.m. shifts on a rotating basis. Applicants must be able to work under stressful conditions with an inherent ability to multitask in emergency situations. Strong written and oral communication skills, excellent computer skills and knowledge of dispatch equipment including radio systems, automated data communications, telephone systems are necessary. Applicants must be able to pass a criminal background check, a pre-employment physical including drug testing. Previous emergency medical dispatch experience and knowledge of Police/Fire Department terminology and enhanced 911 systems preferred. This part-time position requires working nights, weekends, and holiday schedules.

#### **Minimum Qualifications:**

APCO PST1 required, Power Phone EMD Certification preferred; Excellent oral and written communication skills; High School graduate or GED; Public safety dispatching experience; working knowledge of computer aided dispatch and radio operations. Experience with Pamet Public Safety Products is preferred including CAD Server, Police server and Fire server software. Must hold current CPR, MA Next Gen 911 Certification, and. Experience with CJIS and LEAPS.

Please send cover letter and resume to: [kbird@townofmedway.org](mailto:kbird@townofmedway.org) or Human Resources Coordinator, Town Hall, 155 Village Street, Medway MA 02053

**Date of Posting:** March 15, 2021

**Anticipated Start Date:** ASAP

**Salary:** \$20.69 - \$27.26 per hour, dependent upon experience and qualifications

**Closing Date:** Open until filled