

# CHARLESTOWN POLICE DEPARTMENT



## **JOB ANNOUNCEMENT** **EMERGENCY SERVICE DISPATCHER**



**TITLE: EMERGENCY SERVICE DISPATCHER (FULL-TIME)**

**DATE POSTED: APRIL 29<sup>TH</sup>, 2024**

**CLOSE DATE: MAY 25th, 2024**

**SALARY: \$45,068 - \$55,332 (EXCELLENT BENEFITS PACKAGE)**

The Charlestown Police Department is accepting applications for full-time Emergency Service Dispatcher to staff our 24-hour Emergency Communications Center located in Police Headquarters. The Charlestown Police Department currently has 4 full-time Emergency Dispatchers supported by several non-union part-time dispatchers. Charlestown Police Emergency Service Dispatchers are responsible for the following essential functions:

- Answering all incoming emergency and non-emergency telephone calls that come into dispatch.
- Dispatching public safety personnel and equipment, via radio, to calls for service.
- Record initial incoming complaint information through the department's records system.
- Monitor public safety personnel activities through the records system and radio system(s).
- Make telephone calls and handle radio calls for Police, Fire, Rescue and other town services.
- Operate a multi-line telecommunications system with incoming phone lines including 911.

### **JOB REQUIREMENTS**

- 21 years of age and a High School graduate or general equivalency diploma.
- Ability to demonstrate computer literacy with basic programs and ability to multi-task effectively.
- Ability to complete an on the job training program related to emergency service dispatching.
- Ability to work rotating shifts to include holidays and overnight shifts.
- Ability to work in a team setting and possess excellent verbal and written communication skills.
- Must be able to successfully complete an in-depth background investigation.

### **APPLICATIONS**

Applications made be picked up in person at Police Headquarters or downloaded from the internet at:

[www.charlestownpolice.org](http://www.charlestownpolice.org)

Completed applications and questions should be email to Lt. Philip Gingerella at [pgingerella@charlestownpolice.org](mailto:pgingerella@charlestownpolice.org)

***Charlestown Police Department, 4901 Old Post Road, Charlestown, Rhode Island 02813***