

TOWN OF CHARLESTOWN – POLICE DEPARTMENT

The Town of Charlestown is presently accepting applications for the following **permanent part-time** position of **EMERGENCY SERVICES DISPATCHER**. The part-time dispatch position consists of a sixteen (16) hour per week rotating schedule, with the opportunity to bid for additional work hours as they arise. The current rate of pay is **\$24.00 per/hr**.

The Charlestown Emergency Dispatch Center handles approximately 18,000 calls for service per year. Emergency Services Dispatchers are responsible for handling routine and emergency calls for police, fire and rescue services, 24 hours a day year-round. Dispatchers are also responsible for the handling of in-station requests from the public, in addition to general clerical duties as assigned by the administration. The permanent part-time emergency services dispatcher position is scheduled for a minimum of sixteen (16) hours per week on a rotating basis, with additional shifts available as they arise.

Eligible candidates must be at least eighteen (18) years of age and possess a high school diploma or equivalent. This position requires the successful completion of a thorough background investigation and a paid in-service training program. Applicants should be willing and able to work flexible hours on both day and/or night shift, including weekends when necessary. Successful applicants must possess the ability to remain calm in stressful situations and be able to multi-task and function under pressure. Candidates must also be able to maintain a high degree of maturity, exercise discretion, and handle confidential information discreetly. They must be able to maintain a successful working relationship with fellow employees and the public. Dispatchers are expected to handle all responsibilities with respect and courtesy. Preference will be given to prospective candidates with prior emergency services or dispatching experience.

Interested candidates must complete a Town of Charlestown employment application available at: www.charlestownri.gov/townjobs. Application will be available at the Charlestown Police Department and the Charlestown Town Clerk's Office. Completed applications may be sent by mail or email to Charlestown Police Department 4901 Old Post Road Charlestown, Rhode Island 02813, attention Lt. Philip Gingerella. Inquiries regarding this position may be directed to Lt. Gingerella at 401-213-6902 or pgingerella@charlestownpolice.org. The application period for this position closes on November 30th, 2024. The Town of Charlestown is an Equal Opportunity Employer.