



David H. Kurczy
Chief of Police

TOWN OF MENDON
Police Department
22 Main Street
Mendon, Massachusetts 01756

August 12, 2020

TOWN OF MENDON POLICE DEPARTMENT
PART-TIME REGIONAL COMMUNICATIONS OFFICER

The Mendon Police Department is seeking a part-time Communications Officer for a regional dispatch center. The hours vary and include nights, weekends and holidays.

JOB DESCRIPTION:

Applicants must be able to prioritize and dispatch information to the police, fire, EMS and other Town officials to initiate responses to crimes, fires, injuries, accidents, requests for service and any other emergency and non-emergency incidents; log calls; operate communications equipment; and process criminal history information in accordance with Federal and State law. Communications Officers maintain and are accountable for the handling of confidential information on a local, state and national level; serve as an information source for the police/fire departments and police/fire administrators; maintain required record keeping; perform some clerical duties and related responsibilities as required by the Chief of Police or his designee.

MINIMUM QUALIFICATIONS:

Applicants must have a high school diploma or equivalent. Computer skills are required. Previous experience in emergency dispatching and EMD certifications required. Candidates must successfully complete a thorough background investigation and criminal history check. Applicants must be skilled at multitasking and work effectively and efficiently under stressful situations.

Pay is \$25.00 an hour with no additional benefits. Interested applicants can obtain applications at the Mendon Police Department, 22 Main Street, Mendon, MA 01756. Applications will be accepted until the positions filled. EOE/AA employer.