



The Town of Suffield is now accepting applications for the position of

Public Safety Dispatcher

The Town of Suffield is seeking interested applicants to apply for the position of Full-Time Public Safety Dispatcher. Starting salary is \$44,948 including a generous benefits package. There are currently two (2) positions to be filled.

GENERAL STATEMENT OF DUTIES

Provide dispatch and communication support services for; police, fire, ambulance services and general Town departments. Act as first point of contact for emergency and non-emergency calls. Performs various administrative duties, deals with general public and law enforcement officials, performs related work assignments as required.

EXAMPLES OF DUTIES

Receive and respond to a variety of emergency and non-emergency services and complaints over radio, telephone, computer and teletype; determine and assign the level of priority of calls, enters data into computer aided system; dispatch and coordinate the responses of public safety from general public, other law enforcement agencies, fire services and ambulance services; transmits instructions and information to police cruisers, fire trucks, and other town equipment; monitors and responds to a variety of automatic alarms of fires and burglaries; keeps records of the nature of messages and broadcast received; makes clerical entries, indexing, filing and does related work as required.

MINIMUM QUALIFICATIONS

Ability to speak clearly and to use proper English; ability to meet and deal with the public in a professional and professional manner; ability to react quickly, calmly to emergency situations; ability to operate computers and telecommunications systems including teletype operations and procedures.; must have clerical aptitude, ability to keep records; follow written and oral instructions; must pass pre-employment process and six month probationary period, must become NCIC/COLLECT certified, EMR certified and successfully complete telecommunication certification. Preference will be given to those who hold a current telecommunicator certification.

PHYSICAL REQUIREMENTS

Applicants must have reached their eighteenth birthday; must have agility and endurance and be free from any disease or disability which adversely affects job performance; normal vision and hearing corrected are required. A physical including a drug screen, background and psychological examination will be required.

CITIZENSHIP AND CHARACTER

Candidates must be citizens of the United States, of good moral character with no record of dishonorable discharge from any police or fire department or from the armed forces of the United States and no record of conviction for repetitive motor vehicle violations, misdemeanor offense or conviction of a serious misdemeanor involving moral turpitude or conviction of a felony.



Job Overview

Department	Suffield Police Department
Type	Dispatcher
Job Title	Public Safety Dispatcher
Salary	\$44,948
Deadline	6/29/2018 11:59 PM Eastern
Registration Fee	\$24.00
Contact	kziemba@suffieldct.gov
Location	Suffield, CT

Job Prerequisites

- Connecticut Police Chiefs Dispatcher Exam: June 23, 2018 Cheshire, CT
- <https://www.policeapp.com/Jobs/TestSignup/AvailableTests.asp?TestTypeID=23>

The Town of Suffield is an equal opportunity employer m/f/d/v

** The above posting is intended as a guide and is not a complete description of the position or process.*

Please direct questions regarding this job to kziemba@suffieldct.gov

Jobs close at 11:59 PM (Eastern) on the deadline date specified, or when the position capacity has been met, or unless otherwise specified in the announcement.