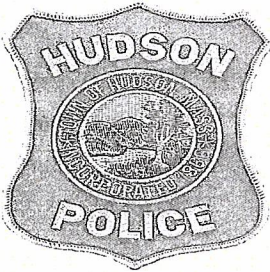


PLEASE POST

July 2, 2018



TOWN OF HUDSON POLICE DEPARTMENT **FULL TIME COMMUNICATIONS DISPATCHER**

The Hudson Police Department is seeking one full-time communications dispatcher. The hours will vary and include nights, weekends and holidays.

JOB DESCRIPTION: Prioritize and dispatch information to police, fire, administrative officials, emergency medical technicians, traffic enforcement personnel and staff to initiate responses to crimes, fires, injuries, accidents, requests for service and other emergency and non-emergency incidents. Log calls, monitor alarms and access control systems, and operate multiple computer systems. Track personnel/vehicle locations and coordinate responses. Operate communications equipment and process criminal history information in accordance with federal and state law. Communications Dispatchers maintain and are accountable for the handling of confidential information on a local, state and national level. Serve as an information resource for the police department and police administrators. Maintain required record-keeping. Perform some clerical duties and related responsibilities as required.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent. Previous experience in emergency dispatching desired. Candidates must successfully complete a thorough background investigation and criminal history check. Applicants must be skilled at multitasking, work effectively and efficiently under stressful situations. The current salary range for full time dispatchers is \$18.40 to \$25.31 per hour.

Applications are available at the Hudson Police Department, 911 Municipal Drive, Hudson, MA 01749 or on-line at www.townofhudson.org. Resumes and cover letter can be submitted in person to Administrative Assistant Cory Bishop, or via fax at 978-310-5073 or email at cbishop@townofhudson.org until 4PM on Monday, July 16, 2018.

EOE/AA