



Hudson Police Department

911 Municipal Drive
Hudson, MA 01749
(978) 562-7122



Job Posting: Full Time Communications Dispatcher

The Hudson Police Department is pleased to announce we are accepting applications for the position of full-time communications dispatcher.

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 preferred, but not required. Candidates must successfully complete an extensive background investigation, medical examination, and criminal history check. Applicants must be skilled at multitasking, and work effectively and efficiently under stressful situations. The Hudson Police Department offers a competitive salary in accordance with AFL-CIO, State Council 93, Local 3625, plus a comprehensive benefits package.

Please submit resume and cover letter no later than 9:00am on Monday, April 22, 2024, to Lt. Thomas Crippen, in person, through the [Town's website](#), or by email at tcrippen@townofhudson.org. The Town of Hudson is an Equal Opportunity Employer.

Lieutenant Thomas G. Crippen, Services/Professional Standards Div. Commander
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