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Town of Avon
Massachusetts

Town Offices
Buckley Center 02322
(508) 588-0414
FAX (508) 559-0209

TOWN OF AVON
2016 AUG 18 PM 6:48
TOWN CLERK

Employment Opportunity
Part-Time Public Safety Civilian Dispatcher Position

High public visibility and contact. Receive and process emergency and non-emergency signals and calls for service. Dispatch police, fire, EMS and other emergency units and personnel as needed. Monitor and operate emergency signaling, radio, computer, telephone, alarm and other specialized equipment in support of public safety communications and dispatch functions.

Qualifications

- Ability to rapidly and accurately assess and process emergency and non-emergency requests for assistance in a composed manner
- Familiarity with computers to process records and information via interdepartmental computers and state-wide computer systems
- Temperamentally suited to the position and able to work harmoniously with other persons and the general public
- Ability to maintain accurate written records, plan, organize and prioritize work
- Ability to take direction and also work independently as needed

Candidates must have worked, or be currently working, as either a full-time or part-time dispatcher/call taker in a Massachusetts 9-1-1 setting and possess APCO PST1 certificate.

Salary Range: $15.49 per hour

This is an on-call "no benefits" position not to exceed 19.00 hours per week.

Pre-employment Requirements
The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug test. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law. Prospective employee must possess a valid driver's license.

Interested candidates, please complete the attached employment application and forward with your resume to:

Shanna Faro, Human Resources Coordinator
Town of Avon
65 East Main Street
Avon, MA 02322

The Town of Avon is an ADA/Equal Employment Opportunity/Affirmative Action Employer.