

## APPLICATIONS CAN BE MADE ONLINE AT [HTTP://POLICEAPP.COM](http://POLICEAPP.COM)

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.

### 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.

### Supervision Received

Works under the immediate supervision of the Superintendent of Police Services or his authorized agent(s) as delegated

### Supervision Exercised

None

### 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 manner
- Ability to react quickly, calmly to emergency situations
- Ability to operate computers and telecommunications systems including teletype operations and procedures

Suffield Police Department  
Posted: August 29, 2016

Position: Public Safety Dispatcher  
Application Period Ends: September 17, 2016

- Must have clerical aptitude, ability to keep records
- Ability to follow written/oral instructions
- Must pass pre-employment process and six month probationary period
- Must become NCIC/COLLECT certified, EMR certified, and successfully complete telecommunication 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 correctly are required
- A physical including a drug screen, background check, 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.

*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.*