

July 22, 2009

The Newton Police Department Dispatch Center is looking for full-time Emergency Telecommunications Dispatchers. We are seeking two (2) individuals who are highly motivated with strong communications skills, are computer literate, and are able to multi-task. Responsibilities include: answering 911 Emergency and business phone lines, answering emergency and non emergency calls for police, fire and EMS services and dispatching public safety personnel as required and other related duties. All dispatchers are certified Advanced Emergency Medical Dispatchers. The Dispatch Center is a 24/7 operation and applicants must be able to work weekends, holidays and may be required to work other shifts as needed. Schedule is 4 days on and 2 days off. Shift assignment to be determined. Shifts are as follows: 7:30 AM to 3:30 PM, 3:30 PM to 11:30 PM and 11:30 PM to 7:30 AM. Shift assignments are based on seniority.

Candidates must have a High School diploma or GED equivalent and one to three years related experience and/or training or equivalent combination of education and experience. Candidates will be asked to successfully complete a typing test and with a passing score of 30 WPM, a Dispatcher Proficiency test and background investigation. Successful candidates will attend the Massachusetts State 911 Department five-week Dispatch Academy or equivalent modular training sessions.

Individuals interested should submit a completed application and resume to the Human Resources Department, Newton City Hall, 1000 Commonwealth Avenue, Newton Center, MA 02459. Telephone 617-796-1260, FAX 617-796-1272 or email resumes to [:resumes@newtonma.gov](mailto:resumes@newtonma.gov) with job title in the subject line. Applications are available at [www.ci.newton.ma.us](http://www.ci.newton.ma.us) under the forms section.

For additional information, contact Captain Paul Anastasia, Dispatch Center Commander at 617-796-2126 or via e-mail at [panastasia@newtonma.gov](mailto:panastasia@newtonma.gov)