



## TOWN OF DALTON

### **RESERVE DISPATCHER(s) - COMMUNICATIONS DEPARTMENT**

The Town of Dalton anticipates the need for Reserve Dispatchers to work on call for various shifts. Starting salary is \$14.76 per hour, \$15.20 after six months.

Dispatchers answer incoming calls and requests for service; dispatch appropriate personnel to calls, as required; coordinate back-up support activities via radio; determine priorities among calls; monitor the radio system; perform registration, license and criminal checks. Operate LEAPS computer terminal to obtain or input information on persons, property, and vehicles in nationwide law enforcement network. Position requires ongoing contact with the general public, town departments and emergency personnel requiring excellent customer service skills.

High school diploma and general office experience required. The successful applicant(s) will be required to obtain E-9-1-1, LEAPS, & EMD Certifications.

Applications and a complete job description are available from the Office of the Town Manager, or the Communications Dept. 462 Main Street, Dalton, MA 01226. Visit the town web site [www.dalton-ma.gov](http://www.dalton-ma.gov)

***This position is open until filled.***

Dalton is an AA/EOE employer