

The Town of Hopkinton seeks Per Diem (As Needed) **Public Safety Dispatchers**

Are you looking for a position where making a difference could mean saving lives?

If you are versatile and dependable and thrive working in a fast-paced environment, this is an exciting opportunity for you!

The Town of Hopkinton is seeking applicants for the Public Safety Dispatcher position(s) to work on a per diem basis (as needed). Applicants must be willing to work nights, weekends, overnights, holidays and with short notice. Responsibilities include, but are not limited to, answering emergency and non-emergency calls for Police, Fire and EMS, performing Emergency Medical Dispatch and dispatching emergency personnel, and other related duties.

QUALIFICATIONS:

- High School Equivalency
- Confidentiality, strong attention to detail, and superior customer service skills
- Excellent verbal and written skills and typing and computer skills

Though the below qualifications are preferred, we are willing to train.

- Two (2) years of experience in public safety dispatch or related field
- Certifications in E911, APCO – PST1, CPR and APCO EMD
- Fluency (Written and Spoken) multilingual is a plus

Hiring Salary Rate: \$20.00 hourly

Internal/External Applicants: To be considered for this position, please submit the required Application for Employment (attached) to hr@hopkintonma.gov no later than **4:30 pm, Monday, November 26, 2018**. You may also include a cover letter and resume, however the Application for Employment is required. While the preferred method of application is through e-mail or online, applications will also be accepted at Town Hall, Human Resources Department, 18 Main Street, Hopkinton, MA 01748. *The Town of Hopkinton is an equal opportunity employer and encourages diversity.*