



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

JOB POSTING

FULL-TIME and PART-TIME COMMUNICATIONS OFFICERS (\$20.89 - \$22.83 per hour)

The Town of Wareham's Human Resources Department is accepting applications, on behalf of the Wareham Police Department, for the position of Communications Officer. Position subject to the terms and conditions of the current collective bargaining agreement. We are hiring for full-time and/or part-time positions.

Education: High School Diploma or GED, and APCO PST1, Vest Pallas and EMD Certified **(preferred)**.

Candidates will be responsible for providing communications between the public and police, fire, and EMS agencies in Wareham including calls for emergency assistance, calls from citizens giving or requesting information, and calls from the public safety agencies to the citizens; answers E911 emergency calls, provides Emergency Medical Dispatch (EMD) assistance, non-emergency calls, and dispatches public safety field personnel; maintains detailed police logs; and performs other tasks as assigned by the Communications Supervisor and/or Division Commander. Candidates must be able to work nights, weekends, holidays, and mandatory shifts as scheduled and/or on short notice.

Qualifications: A combination of qualifications that display an equivalent competence to perform will be considered. Thorough familiarity and comfort with basic computer skills and knowledge. Candidates must be organized, maintain the ability to handle multiple tasks, work with a high degree of confidentiality, and work under precise deadlines. Ability to deal tactfully and effectively with other municipal staff and the general public is required. Must also be capable of maintaining, as a condition of continued employment, First Responder First Aid, CPR, Suicide Prevention, EMD, and all other training required by the Police Department.

Submit application, resume, and any training certificates to Human Resources Director:

Dorene M. Allen-England, Esq.
54 Marion Road
Wareham, MA 02571
Dallen-england@wareham.ma.us

EOE/AA

Posted September 21, 2018
Positions open until filled