

The Town of Acton is seeking a Part-time non-benefitted union **Dispatch position**, to be part of a dynamic team, reporting to Dispatch Supervisor.

Duties: Answer and process emergency/non-emergency calls for service. Dispatch Police, Fire, EMS, and other emergency units and personnel as needed. Monitor and operate radio, computer, telephone, alarm, cameras, and specialized equipment. Enter, update, and retrieve information from local, state, and national computerized systems, including computer aided dispatch systems. Work effectively and efficiently under stressful situations. Assist citizens at the public window, prisoner watch, and other duties.

Minimum Entrance Requirements: HS degree or equivalency and 2 years of work experience. Proficient computers skills required to process records and information. Ability to multi-task is essential. Hours vary; must be available 24/7 for night, weekend and holiday hours. Position requires medical examination, including hearing and drug tests. Experience preferred; willing to train right candidate. Excellent written/verbal communication skills. Must be able to successfully complete the Dispatch Training Program.

Preferred Qualifications: Experience in accurately assessing and processing emergency and non-emergency requests for assistance. Experience in maintaining accurate records, organizing and prioritizing work. Ability to take direction and work independently. Strong interpersonal and customer service skills.

Pay: Starting; \$20.7886/hr.

Apply: Submit resume to HR, Town Hall, 472 Main Street, Acton MA 01720. E-mail hr@actonma.gov. Acton is EOE.

Deadline: April 21, 2019