

**TOWN OF MANSFIELD
POLICE DEPARTMENT
COMMUNICATIONS DISPATCHER**

The Town of Mansfield is accepting rolling applications for qualified individuals to fill full-time, part-time and per diem positions of Communications Dispatcher.

Minimum Qualifications: High School graduation or equivalent plus one year of experience in a general clerical position involving working with the public; or any equivalent combination of education and experience. Certification of C.J.I.S system user and certification in Enhanced 911 systems through the Commonwealth of Massachusetts is required. Previous experience as a Public Safety Dispatcher is preferred.

Duties include but are not limited to receiving 911 emergency phone calls, business phone calls, radio dispatching for Police, Fire and EMS, operating the IMC dispatch computer system, record keeping and other related tasks. The position requires the candidate to work any one of three shifts, including holidays, nights, weekends and overtime as needed. The full time position is a union position and compensation is \$23.60 per hour with excellent benefits as well as shift differentials. Part-time positions and per diem positions are not union and do not include a benefits package.

Required applications can be downloaded at www.Mansfieldpolice.org under the "Employment Opportunities" banner and then "Civilian Opportunities." Interested applicants should submit a cover letter, resume and required job application to:

Deputy Chief Michael Ellsworth
50 West St,
Mansfield, MA 02048
or email at mellsworth@mansfieldma.com

Applications will be accepted until the full-time position is filled and applications for part-time and per diem positions will be accepted on a rolling basis.

The Town of Mansfield is an Equal Opportunity/Affirmative Action Employer.