

## **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

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**FAX: 603-628-6065**

**WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)**



# **EMERGENCY SERVICES DISPATCHER (POLICE)**

(Announcement Number R-017-14)

Grade 15

Starting Pay: \$17.76 per hour – plus comprehensive benefits package

40 hours per week: Work schedule includes weekends,  
holidays and alternating daytime, evening and night shifts

### **THE JOB:**

Serves as a centralized communications agent involving Police and related public safety personnel to emergency situations; processes requests for emergency assistance from 911 and conventional telephone lines; processes all Computer Aided Dispatch, (CAD), entry; receives and dispatches radio transmissions on Police information channels; maintains logs and records of calls received and the nature of each dispatch; transfers calls to proper local, State and Federal officials as necessary; Handles varied emergency situations dealing with emotional, injured and victimized persons and is responsible for ascertaining the crucial information needed in the given situation and relaying this to the proper Departments without delay; performs other directly related duties consistent with the role and function of the classification.

### **MINIMUM**

### **QUALIFICATIONS:**

High School graduate (or GED). Computer assisted emergency dispatch training a plus; or equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background investigation.**

### **APPLICATION**

### **PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Applications will not be accepted if received after the closing date.

### **OPENING DATE:**

Wednesday, April 9, 2014

**CLOSING DATE:** Open Until Filled

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**