

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



EMERGENCY SERVICES DISPATCHER (POLICE)

(Announcement Number R-062-14)

Grade 15

Starting Pay: \$17.94 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 complete 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 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:

December 6, 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