



MILLBURY POLICE DEPARTMENT

127 Elm Street, Millbury, MA 01527
Telephone (508)865-3521 Fax (508)865-5164
Brian S. Lewos, Chief of Police

Full-Time Public Safety Dispatcher Job Posting

January 18th, 2024

Wanted: Full-Time Public Safety Dispatcher & 9-1-1 call taker for the Town of Millbury. The Public Safety Dispatcher works under the Chief of Police and operates on a 4 days on – 2 days off rotating schedule.

Duties and responsibilities include but are not limited to: Receiving/recording telephone calls (both emergent and non-emergent) and handling requests for service or information; maintaining accurate and timely computer entries regarding documented responses; receiving and transmitting radio communications for police, fire, rescue, and emergency medical services; coordinating back-up support activities via radio or telephone.

Qualifications: Candidates must be at least 21 years of age, have a high school diploma or equivalent, be available for all shifts including nights, weekends and holidays. Candidates must possess strong written and oral communication skills, basic computer & typing skills and knowledge of dispatch equipment including radio systems, automated data communications and telephone systems. Previous emergency medical dispatch experience and knowledge of Police, Fire and E.M.S terminology and E-9-1-1 systems is required. All applicants must be able to pass a criminal background check as well as a pre-employment physical including a drug screening.

Resumes will be accepted until the position has been filled. Salary range DOE/DOQ starting @ \$25.17 and ending at \$29.19. Vacation time, sick time and personal time are part of the CBA, as well as overtime, shift differential and other stipends.

Interested candidates can send a cover letter & resume to the Millbury Police Department at 127 Elm St. Millbury, MA 01527 or it can be emailed to dispatcher Leah Pierce @ Lpierce@millburypolice.com