

**TOWN OF FREETOWN**  
**Communications Department**

**Police & Fire Dispatcher Position**  
**(Signal Operator)**

**Full & Part-Time Positions**

The town of Freetown is seeking to hire one full-time dispatcher and one or more part-time, per diem, dispatchers. The Communications Department, located within the dispatch center at the town's new police station, is the primary answering point for 9-1-1 emergency police, fire and medical calls within the town of Freetown. Applicants shall be at least 18 years of age and possess a High School Diploma or GED equivalent. Preference may be given to candidates who possess current Massachusetts 911 certification, APCO PST-1, EMD, CJIS Next Test certification and familiarity with police dispatch software. It is essential to have excellent verbal and communication skills including the ability to communicate clearly and concisely, as well as the ability to multi-task in a stressful environment while using multiple computers, telephones and communications equipment. Candidates must be able to remain calm and professional in emergency situations.

The dispatch center is staffed 24 hours a day and applicants must be available to work a variety of shifts including nights, overnights, weekends and holidays.

**Compensation**

Benefits for the full-time position include, among other things, health insurance, paid holidays, personal leave, vacation leave, clothing allowance, training stipends, and longevity. A full-time dispatcher works a schedule of 4 days on, 2 days off. Part-time, per diem, dispatchers may work regular scheduled shifts or on an "on-call" basis. During training, all dispatchers are compensated at \$15.85 per hour. Upon successful completion of the training, full-time dispatchers receive step one pay of \$20.49 per hour, and part-time dispatchers receive step one pay of \$18.92 per hour. There are 5 steps on each of the full-time and part-time pay grids.

**Equal Opportunity**

The town of Freetown is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Applications**

Applications may be obtained:

- on-line by visiting the Freetown Police Department's webpage at [www.freetownpolice.org](http://www.freetownpolice.org) and selecting "*Employment Opportunities*" from the "*About Us*" drop-down menu; or
- at the Freetown police station, 15 Memorial Drive East Freetown, MA 02717; or
- by sending an e-mail request to [mdwyer@freetownpolice.org](mailto:mdwyer@freetownpolice.org)

Completed applications must be returned:

- via email at [mdwyer@freetownpolice.org](mailto:mdwyer@freetownpolice.org); or
- by mailing to, or physical delivery at, the Freetown Police Department, 15 Memorial Drive East Freetown, MA 02717.

Deadline:

The application process will remain open until the positions are filled. Review of applications will begin on September 30, 2022.