



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

FULL TIME TELECOMMUNICATOR

The Provincetown Police Department is now accepting employment applications for the positions of certified Full Time Telecommunicator.

The Certified EMD Telecommunicator performs a variety of essential duties including answering 911, emergency and administrative calls for service • Dispatch Police, Fire, EMS, and other emergency and non-emergency personnel • Provide pre-arrival instruction for emergency medical dispatch (EMD) • Monitor and operate radios, computers, telephones, alarms, cameras, and other specialized equipment as necessary following established procedures and policies • Enter, update, and retrieve information from local, state and national computer systems • Possess the ability to problem solve, take direction and work independently, and possess strong interpersonal and customer service skills. Work effectively and efficiently under stressful situations • Assist citizens at the police station lobby • Perform other related duties (typing, map reading, faxing, filing, etc.)

Requirements for this position include:

- High School Graduate
- Computer experience with ability to touch-type at least 30 WPM
- Prior experience as EMD/Telecommunicator as certified by the MA State 911 Dept helpful.
- Current CPR/EMT certification is also desirable
- Valid Massachusetts Driver License

Successful candidates must pass a screening process that includes a background investigation, oral interview, psychological, medical and drug exam • Paid training is provided • Must be able to work a varied work schedule including but not limited to nights, weekends, and holidays • Benefits for position include 70% employer health insurance, paid holidays, personal leave, and vacation time. Our telecommunicators work a four on and two off rotating schedules. The Provincetown Police Department is committed to diversifying our work force and we encourage men and women with diverse, racial, cultural, and ethnic backgrounds to apply. We are a progressive organization that values and respects diversity among our employees and within our community.

The starting rate of pay for the position is \$55,066 annually before contracted benefits. Specific inquiries regarding the application process may be addressed to Executive Administrative Assistant Paige Perry at (508)487-1212 or by email to pperry@provincetown-ma.gov

Send completed application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov

Initial review will commence after March 28, 2022 but the position posting will remain open until filled.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Indeed, CCYP, Town Facebook, Linked In

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