

**City of Fall River  
Job Posting**

**The City of Fall River, Police Department has several vacancies for the following position:**

**Date:** May 4, 2021  
**Title:** Emergency Dispatcher/Tele-communicator  
**Salary:** Bi-weekly Min. \$1,540.18 Max. \$1,746.23  
**Hours:** Rotating second and third shift

Please submit your letter of interest and resume to Madeline Coelho, Human Resources Director, One Government Center, Fall River, MA 02722, or apply in person, Human Resources 6<sup>th</sup> floor, POSTING WILL REMAIN OPEN UNTIL POSITIONS ARE FILLED.

**Emergency Dispatcher/Tele-communicator**

**Essential Functions:**

Work involves coordinating and providing to the citizens of Fall River emergency and non-emergency public safety services of Police, Fire, and Emergency Medical. Duties include receiving and processing 911 emergency telephone calls and other calls for service, radio dispatching and managing calls for public safety vehicles. Entering data into computer aided dispatch system, managing current technology and software programs as required. Receiving and processing requests from various federal, state, county, and other municipal government agencies.

**Education and Experience:**

High School Diploma or equivalent. Ability to multitask using a variety of database systems in the public safety communications center. The candidate must possess excellent verbal and written communications skills. Basic computer skills and keyboard typing. Ability to deal tactfully with others. Ability to remain calm and professional in stressful and emergency situations. Ability to exercise sound judgment and exercise discretion in handling confidential information. Familiar with the city. Chosen candidates will be enrolled in up to three (3) weeks of 911 training school.

*Equal Opportunity Employer*