



# Town of Hanover

# Emergency Communications Center

**Kevin R. Short**  
Dispatch Supervisor

**James P. Grady**  
Asst. Dispatch Supervisor

129 Rockland Street • P0 Box 214  
Hanover, Massachusetts 02339  
Telephone - (781) 826-2335  
Fax - (781) 826-7993

Monday, October 05, 2015

## NOTICE OF JOB OPENING

### PART-TIME DISPATCHER, EMERGENCY COMMUNICATIONS CENTER

WORK SCHEDULE: Eight hour shifts, at least one day per week  
0000 - 0800, 0800 - 1600, 1600-2400

Work schedule may include weekend and midnight shifts.

Must be available to fill in extra shifts i.e. vacations, sickness, holidays, emergencies, etc.

#### MINIMUM REQUIREMENTS:

1. Familiarity with geography of Hanover (streets, major landmarks and buildings, relationship to adjacent towns)
2. High School diploma or equivalent
3. 911 and EMD Dispatching Certifications required.
4. Ability to handle and protect sensitive information
5. Good communications skills
6. Computer and typing skills
7. Ability to work quickly and systematically with single or multiple incidents.
8. Ability to interact well with people
9. No Criminal convictions

SALARY: During training period: \$15.73/hour  
Part-time Dispatcher: minimum \$17.15/hour  
maximum \$20.52/hour

Meal differential: \$2.00/shift  
Shift differentials: 10% of average hourly salary/  
1600 to 0800 weeknights also all weekend shifts

Position has no benefits, as specified in HMEL contract.

OUTLINE OF JOB DESCRIPTION AVAILABLE IN POLICE STATION

**APPLY: HANOVER EMERGENCY COMMUNICATIONS CENTER (in Police Station)**

**DEADLINE FOR APPLICATIONS: 4:00PM, Thursday, October 15, 2015**

The Town of Hanover is an Equal Opportunity Employer.

Town Clerk Schools Fire DPW ECC Library HMEL Town Manager