



# Town of Hanover

# Emergency Communications Center

**Kevin R. Short**  
Dispatch Supervisor

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

Friday, March 07, 2014

## NOTICE OF JOB OPENING

### FULLTIME DISPATCHER, EMERGENCY COMMUNICATIONS CENTER

**WORK SCHEDULE:** Eight hour shifts, five days 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

<b>SALARY:</b>	During training period:	\$15.12/hour
	Fulltime Dispatcher: minimum	\$18.07/hour
	maximum	\$21.01/hour
	Meal differential:	\$ 2.00/shift
	Shift differentials:	\$10.00/shift
		1600 to 0800 weeknights as well as all weekend shifts

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, Monday, March 17, 2014**

The Town of Hanover is an Equal Opportunity Employer.

Town Clerk   Schools   Fire   DPW   ECC   Library   Personnel   HMEL   Town Manager