



## 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

Tuesday, August 14, 2018

### NOTICE OF JOB OPENING

#### SUBSTITUTE DISPATCHER, EMERGENCY COMMUNICATIONS CENTER

WORK SCHEDULE:                Eight hour shifts, Per diem.  
   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:                                \$16.69/hour  
                         Substitute Dispatcher:    minimum                                \$18.20/hour  
   maximum                                \$25.01/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, Friday, August 24, 2018**

The Town of Hanover is an Equal Opportunity Employer.

Town Clerk    Schools    Fire    DPW    ECC    Library    HMEL    Payroll    Town Manager