



## Public Safety Dispatcher (Part Time)

The Town of Stratford is currently accepting applications for the position of  
Part Time Public Safety Dispatcher

### **General Description:**

This job position provides part time work for the Town of Stratford 9-1-1 Public Safety Communications Center; taking emergency and routine calls and dispatching emergency medical services (EMS), police and fire resources throughout town and throughout the state via mutual aid agreements.

### **Supervision Received:**

Works under the general supervision of the Public Safety Dispatch Supervisor(s) as well as the 9-1-1 Communications Director and Public Safety Director.

### **Examples of Duties (but not limited to):**

Receives routine and emergency requests from the public or other agencies through radio, phone, text, electronic and other means. Dispatches police, fire and EMS resources; maintains an accurate account of public safety personnel whereabouts and status and processes requests from the field. Enters complainant information into computer system utilizing proper codes, using maps and other information to ascertain proper locations if necessary. Refers non-public safety matters to the proper agencies. Receives and processes field requests for motor vehicle, warrant, criminal record and other checks. Utilizes COLLECT/NCIC system including sending and receiving messages from/to other agencies regarding missing persons, wanted persons, and more. Maintains and references "vehicle tow log" and requests wreckers when needed by field personnel. Maintains a wide variety of files and records pertaining to the public safety of the Town of Stratford. Dispatches Animal Control Officers.

### **Minimum Qualifications:**

Candidate must possess a High School diploma or GED. Candidate must successfully pass a background investigation, fingerprinting, and a Medical exam including a drug screening test as well as have the ability to distinguish and identify different colors and pass a hearing test and NCIC Training. Candidates should have good computer skills with the ability to learn new computer updates and systems as they are implemented. Must be able to maintain State of Connecticut Telecommunication Certification. Must be able to receive and maintain current certification in Emergency Medical Dispatch (EMD). Must have effective oral, written and interpersonal skills demonstrated and tested before the time of hiring. Ability to work in a high stress environment, remain calm in that environment and concentrate on details in that environment with distractions. Ability to remain at a work station for long periods of time, sometimes without relief. Candidate must expect to report to work during periods of bad weather and natural disasters and be available as needed.



**Additional Preferred Qualifications:**

Ability to speak and understand Spanish. State of Connecticut Telecommunication Certification, Priority Dispatch EMD Certification, Priority Dispatch EPD and EFD Certification, Nexgen LEAS Computer Aided Dispatch (CAD) experience, prior COLLECT/NCIC certification or one day recertification, and Next Generation 911 System preferred. Demonstrated knowledge of local geography. Previous dispatch/police/fire/ambulance experience preferred.

**Hourly compensation range:**

\$22.00 to \$25.00 per hour (depending on experience)

Applications can be found at [www.townofstratford.com/humanresources](http://www.townofstratford.com/humanresources) and should be submitted to the following:

Town of Stratford Human Resources Dep't  
Stratford Town Hall  
2725 Main St., Stratford, CT 06615.

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