

# POSITION VACANCY

Hooksett Police Department  
15 Legends Drive  
Hooksett, NH 03106  
Bus. (603) 624-1560  
Fax. (603) 624-6891

## DISPATCHER

The Hooksett Police Department is currently accepting resumes for the position of Dispatcher for the Communications Division.

Wages range from \$21.16 to \$26.82 depending on past public safety dispatching experience. All candidates must successfully complete all hiring phases to include: written exam (**The written exam will be waived for applicants with police dispatching experience. Once experienced dispatch applications are received the applicant will be contacted directly by Captain Jake Robie to schedule an oral board**), oral board, psychological exam, polygraph exam and medical/physical exam as well as an extensive background check. This position is included in the bargaining unit.

Work Schedule: Work schedule includes rotating shifts, weekends, and holidays.

## THE JOB

Under general supervision, the dispatcher performs general duties that include radio communications for police, answering emergency and business lines and miscellaneous records keeping in conjunction with his/her duties. The Dispatcher receives oral communications coming into the center from the public and from police, and transmits requests for service to the appropriate agency and locations. The Dispatcher operates radios, telephones, and other communications equipment to include computers. Other duties in accordance with job description.

Benefits include: 11 paid holidays, sick time, compensatory time, and vacation time accrual, life and disability insurance, tuition reimbursement program through the current collective bargaining agreement and enrollment in the NH retirement system.

## MINIMUM QUALIFICATIONS

High school diploma or GED. United States citizen or legal alien. Ability to work with limited supervision. Prior IMC training/experience and S.P.O.T.S. certification preferred. Minimum typing skills of 40 words per minute, and familiarity with computers. Ability to tolerate extremely high stress environment, transmit data accurately, and successfully deal with public under extremely stressful conditions. Clear speech and diction. Sight and Hearing: must be free of any eye, sight, ear or hearing conditions that results in a person not being able to perform the essential functions of a police dispatcher as determined by a physician under contract with this agency.

## **APPLICATIONS PROCEDURE**

Applicants must submit cover letter, resume and Town Application on line to [townadministrator@hooksett.org](mailto:townadministrator@hooksett.org) or by mail to the Hooksett Town Hall Attn: Town Administrator, Dispatch Selection Process, 35 Main Street, Hooksett, NH 03106. Refer to website: [Hooksettpolice.org](http://Hooksettpolice.org) or [Hooksett.org](http://Hooksett.org) for a copy of the complete job description and application. If you have any questions please contact Captain Jake Robie at 603-624-1560 #304 or via email at [jrobie@hooksettpolice.org](mailto:jrobie@hooksettpolice.org).

CLOSING DATE: November 18, 2019 at 4:00pm.

WRITTEN TEST DATE: November 21, 2019 at 6:00pm. Oral boards will be scheduled upon successful completion of the written test.

The Town of Hooksett and the Hooksett Police Department are Equal Opportunity Employers