



NAHANT POLICE DEPARTMENT

198 NAHANT ROAD, NAHANT, MA 01908-1298

Robert C. Dwyer, Chief

TEL. 781-581-1212

FAX 781-581-1907

www.nahantpolice.org

Nahant Police Department

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911 Dispatcher/Administrative Assistant/Clerk

The Nahant Police Department is seeking a highly capable, motivated candidate for the position of 911 Dispatcher/Administrative Assistant/Clerk. The individual should be able to multi-task and work well under pressure. Responsibilities include, but are not limited to; answering incoming phone calls (both business and 9-1-1 Emergency), dispatch police & fire personnel to emergency situations, operate a two-way communication system effectively, utilize closed-circuit television equipment, data entry, data retrieval, process weekly payables, prepare weekly payroll, compose communications requested by the Police Chief, detail billing, weekly budget review / adjustments / reports, and maintain concise and up-dated records. The candidate may also be asked to perform several other duties as directed by the Chief of Police. This is a confidential position that deals with highly sensitive law enforcement information.

The position comes with a great deal of on the job training, to include, but not limited to, 911, Dispatch, CJIS, IMC (our Department in-house computer software) and other various training.

Minimum Job Requirements: Associate's Degree in Criminal Justice, or a High School Diploma, successfully pass medical examination, including drug screen, successfully pass a comprehensive police background investigation.

Preferred Skills:

- The ability to work independently to manage and effectively complete multiple tasks in a fast paced challenging environment.
- Proficient computer skills to include, but not limited to, Microsoft Word/Office, Excel.
- Book keeping experience.
- Ability to communicate with the public effectively during stressful situations.
- CJIS/CORI Certified, Dispatch 911 Certified, IMC management experience.
- Administrative experience managing municipal budgets, and financial record keeping.
- Working knowledge of Police, Fire and EMS communications center.
- Obtain State 911 certification upon employment.
- Criminal Justice background.
- Strong oral and written communication skills.
- CPR/First Responder.

If hired, the individual must attend specific trainings, and may be required to pass certification examinations. All selected applicants will go through an extensive police background check. Salary range \$48,000 - \$52,000 annual plus benefits.

Please send letter of interest and resume to: Nahant Police Department, 198 Nahant Road, Nahant, MA 01908 Attention: Chief Robert C. Dwyer. Resumes must be received no later than, Friday, March 15, 2019.

A COMMUNITY POLICING DEPARTMENT