The Cambridge Police Department is hiring for a Dispatcher position.

**Posting Date:** April 25, 2022

**Position:** Police Dispatcher

**Hours:** Varies by Seniority

**Rate of Pay:** Start at $17.27; 1 Year at $18.29; 2 Years at $19.30; 3 Years (Top Rate) at $20.32

**Definition**: Serve as an official representative of the police department. Dispatch police patrol units to crime and accident scenes and maintain contact. Input information into computer as required. Answer telephones and radios; act as a receptionist for those coming into the lobby of the department.

**Equipment & Location**: Must be able to operate the following equipment: telephone (including
E-911), radio, CAD, MDT, LEADS computer system, fax machine, typewriter, intercom system, and any other equipment essential to the position.

**Essential Functions**: Receive and transmit information using telephone, radio, computer, and personal contacts. Receive, interpret, and transmit data and other information for the E-911 equipment. Keep accurate logs of activities occurring during the shift. Dispatch appropriate personnel and equipment. Ability to describe situations demanding such responses. Enter information in CAD and other computer files. File reports, documents, and correspondence in proper files.

Answer inquiries from public concerning local and State laws or direct them to the proper source of information. Make officers and supervisors aware of pertinent information. Monitor surrounding area law enforcement and other emergency services during normal and emergency situations. Act as notary for various court systems. Keep assigned areas presentable by performing general housecleaning duties. Perform duties requiring similar skills and/or as assigned by superiors.

**Qualifications**: Must be 18 years of age, of good character, trustworthy, honest, and in good physical condition. Have excellent diction and hearing as well as fluently speak, write, and understand English. Possess high school diploma or equivalent. Able to pass background check and drug screen. May be subject to a pre-employment polygraph examination.

**Employment Application**: The pickup and return location is the Mayor’s Office, 814 Wheeling Avenue, 2nd Floor, during office hours of Monday thru Friday, 8 a.m. to 4 p.m. (closed for lunch from 12 to 1 p.m.). Complete the application in its entirety, sign, and return by Monday, May 9, 2022, no later than 12 Noon.

Equal Opportunity Employer