



TOWN OF BERKLEY

MASSACHUSETTS

OFFICE OF
BOARD OF SELECTMEN

JOB POSTING

IN HOUSE ☒ OUTSIDE ADVERTISEMENT ☒

DEPARTMENT: POLICE DEPARTMENT

POSITION **Full Time Civilian Dispatcher**

NEW ☐ EXISTING ☒

FULL TIME ☒ PART TIME ☐ CASUAL
SEASONAL/SUBSTITUTE ☐

HOURS: 40 HOURS/WEEK

QUALIFICATIONS: **Must be able to be APCO PST, APCO EMD certified, 911 Dispatch ,IMC and CJIS experience preferred.**

PAY RATE: Grade 12 Step 1- 5 \$ 25.58 – 28.55 TBD based on training and experience, Plus shift differential.

APPLICATION CLOSING DATE **Open until filled** APPLICATION ☒ RESUME ☒

TO BE SUBMITTED TO: INTERIM CHIEF ARTHUR NEWHOOK JR
3 NORTH MAIN ST
BERKLEY, MA 02779

DEPARTMENT HEAD SIGNATURE _____

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: Personnel Board, Finance Committee

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

1. Town Clerk (Certified Copy)
2. Community School
3. Library
4. Highway Office (Employee area)
5. Both halls in Town Office Building
6. Public Safety Building lobby
7. Myricks Fire Station

Signature

Date

