



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: selectmen@berkleyma.us



JOB POSTING

POSTING: X IN HOUSE X OUTSIDE ADVERTISMENT

DEPARTMENT: POLICE DEPARTMENT

POSITION: PART TIME CIVILIAN DISPATCHER
☐ NEW X EXISTING

CLASSIFICATION: ☐ REGULAR ☐ SALARIED X PART TIME ☐ CASUAL ☐ ON CALL

HOURS: **As needed- 16-40 hours per two week pay period**

JOB: 911 Dispatcher, must pass 911, APCO and CJIS certification.

PAY RATE: Grade 11 - \$21.90 – \$ 24.46 based on experience, plus shift differential

SUBMIT: X Application to: Chief Arthur Newhook Jr., 3 North Main St Berkley MA 02779
Applications available upon request from: policedepartment@berkleyma.gov

CLOSING DATE: Open until filled

DEPT. HEAD SIG.:  6/24/26
SIGNATURE DATE

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

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

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:

- | | |
|---|---|
| ☐ Town Clerk (certified copy) | ☐ Library |
| ☐ Highway Dept. Office (employee area) | ☐ Middle School |
| ☐ Community School | ☐ Public Safety Building lobby |

SIGNATURE

DATE