



TOWN OF AMHERST

PART-TIME POSITION

POSITION: Dispatcher
DEPARTMENT: Amherst Police Department
REPORTS TO: Chief of Police

SUMMARY OF RESPONSIBILITIES:

Reporting to the Chief of Police, the Dispatcher will be responsible for various communication and administrative duties within the Dispatch Centre. Some specific duties include:

- Receiving telephone calls for routine and emergency police service
- Accesses various computer systems including CPIC, PROS, PIRS, JEIN, etc.
- Operates department radio system
- General office duties

QUALIFICATIONS:

- Grade 12 required
- Computer applications skills; word processing, spreadsheet, computer networking and data entry
- Excellent written and verbal communication skills are required
- Must have the ability to multi-task and have excellent customer service skills

COMPENSATION:

This is a part-time position with approximately 24 - 36 hours per week. The hourly rate of pay shall be \$17.71/hr. As this is a part-time position, the position is not eligible for benefit plan or pension plan participation.

DEADLINE FOR APPLICATIONS: Interested person are invited to submit their resume, with cover letter, to the undersigned not later than April 26, 2019.

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