



TOWN OF GROTON

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POLICE AND FIRE COMMUNICATIONS OFFICER

The Groton Police Department is accepting applications for a full-time (40 hour) Police and Fire Communications Officer. The hourly wage range is \$23.00 to \$26.89 based on experience. Evening shift differential of 6% and late night shift differential of 8%.

Candidates must be able to work all shifts including holidays and weekends for a 24/7 operation. Responsibilities include receiving emergency and non-emergency calls for Police, Fire and EMS, and dispatching Public Safety Personnel. Other duties would include, record keeping, warrant management and other administrative tasks. Applicants must be able to multi-task in a fast-paced and stressful environment. Experience and training in this field is a plus and must be able to earn and maintain required state certifications. Applicants will be required to successfully complete a one-year probationary period.

Applicants must possess a high school diploma or equivalency, good typing and communications skills, a valid driver's license and have no criminal convictions. Successful candidates must have a good work history, references and be able to successfully complete a thorough background check.

To apply, please send cover letter and resume by mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@townofgroton.org. For questions please call 978.448.1145. Job description is available by request.

Deadline for applications: January 25, 2019

The Town of Groton is an Equal Opportunity Employer