

# HUDSON POLICE DEPARTMENT



## DISPATCHER

***Full-Time Position Available***

**Job Announcement:** The Town of Hudson is seeking well-organized individuals to effectively perform specialized technical and clerical duties involved with the operation of the Department's dispatch/communication center. The ideal candidate must be able to analyze, clarify, process, and disseminate information provided by citizens and safety personnel via telephone and radio. Typical duties include, but are not limited to: maintaining radio contact with police officers in the field; dealing one on one with people in the lobby of the police station; answering 911 and other emergency calls; analyzing and determining a call's priority and retrieving related information; entering information into the agency's computer system; operating computer and office equipment; retrieving information from internal and external databases; and clearly and succinctly dispatching and coordinating police responses to incidents that originate with 911, non-emergency calls, and radio calls.

### REQUIREMENTS:

- Applicant must have obtained a high school diploma or New Hampshire General Educational Development certificate (G.E.D.), or other recognized G.E.D certificate
- Must be computer literate and be able to type
- Knowledge or the ability to learn the geographic layout of the Town of Hudson
- Proper English usage, diction, and grammar
- Will work weekends and may be required to work the late night shift; holidays; additional shifts

### OTHER REQUIREMENTS:

- Must meet the Hudson Police Dispatcher Minimum Eligibility Requirements (listed on application)
- Must have normal (or correctable to normal) hearing and eyesight and a clear and audible voice for radio and telephone communications
- Must obtain a 70% or higher written examination score as a requirement to be considered for employment
- Must successfully complete a background investigation as a condition of employment
- Must be able to successfully complete all training requirements in order to be able to effectively perform the duties required by this position

**Starting Salary is \$18.56 hourly**

A written examination for the position of Dispatcher will be held on Saturday, January 20, 2018 at 8:00 am. Applications can be obtained by visiting the home page of our website at [www.hudsonpd.com](http://www.hudsonpd.com).

**Written test applications postmarked after January 5, 2018  
will not be accepted**

*Please contact Information Manager, Jamie Iskra at 603-816-2236 or [jiskra@hudsonnh.gov](mailto:jiskra@hudsonnh.gov)*

***An Equal Opportunity Employer***