



## Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

### Public Safety Dispatcher Police Department

**Weekly Salary Range: \$766.97 to \$955.98**

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **July 8, 2016**

Receives and evaluates emergency and non-emergency calls for assistance and service; determines location and required response needs from information obtained; dispatches appropriate response personnel. Triage Emergency Medical calls, records requests. Monitors scanners, alarm systems, communications between agencies, location and condition of emergency response personnel, provides updated information to facilitate operations. Accesses computer databases to obtain information, as well as maintain records. Will participate in ongoing training.

High school diploma or equivalent with one year dispatch or related experience. Certifications in emergency medical dispatching and CPR preferred. Must have the ability to deal well with the public, especially in an emergency situation.

This is a benefits-eligible position. This position is covered under a collective bargaining agreement with the IAFF Union. This position has a weekly rate range of \$766.97 to \$955.98, working 37.5 hours weekly.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax 617-993-2741 by the closing date of **July 8, 2016**

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## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)