

Public Safety Communications Specialist

Summary:

Communications specialists provide a vital link between the citizens and emergency services and between the communications center and field units. Communications specialists also access local, state and national computerized information systems to provide aid and support to field units.

Communication Specialists report to the Communications Supervisor.

Primary Duties:

- Answer, process and dispatch telephone requests for Police, Fire and Emergency Medical Services.
- Operate electronic systems such as E- 911, Computer Aided Dispatch, Fire Alarm Systems and building surveillance systems.
- Operate a multi-frequency radio system, managing communications between field units, the communications center, outside agencies, and the public.
- Access and relay data stored electronically in local, state and national databases.
- Enter, delete and validate CJIS records, including missing persons, wanted persons and stolen vehicles.
- Familiarize with police and fire procedures to ensure all records are maintained accurately and completely.
- Dispatch appropriate field units to incidents(Police and Fire).
- Perform other related duties as assigned or requested.

Qualifications and Entrance Requirements:

- Minimum of a high school diploma or GED, College degree encouraged
- Experience dealing with the public
- Successful completion of a thorough background investigation
- Ability to handle and prioritize multiple tasks in a busy, noisy, and stressful environment.
- Applicants holding CJIS, APCO, E-911 and EMD certifications, and with previous public safety experience are preferred
- Computer and typing proficiency and strong interpersonal communications skills necessary

Salary:

Salary and Benefits package comparable to area departments.

To Apply:

Application deadline is April 04, 2014. Interested candidates should forward a resume and cover letter to:

Anne Camaro
Maynard police Department
197 Main St
Maynard MA 01754

Or Via e-mail: acamaro@maynardpolice.com