



TOWN OF KITTERY

Human Resources

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1332 Fax: 207-439-6806

jobs@kitteryme.org

EMPLOYMENT OPPORTUNITY – DISPATCHER

The Town of Kittery Police Department is seeking a qualified candidate to fill a Full-Time Public Safety Dispatcher position. This position provides emergency and non-emergency dispatch services for police, fire and emergency medical services. This position may be scheduled for all hours, including weekends and holidays. The working environment can be high-pressured and fast paced. Successful candidates will possess excellent interpersonal and communication skills, the ability to receive and disseminate information accurately and without delay, and have a working knowledge of computer, telephone and radio systems.

Candidates must possess a minimum of a high school diploma and undergo a significant background check. Preferred candidates will possess Emergency Telecommunicator Course, Emergency Medical Dispatch and Emergency Fire Dispatch certifications as well as knowledge of the METRO, NCIC and I.M.C. Record Management Systems. The Town of Kittery will provide all training to meet State-mandated certification requirements.

The Full-Time Dispatcher is a union position. The work schedule will consist of 3 consecutive 12-hour days with four consecutive days off. The pay rate for this non-exempt, union position is \$26.80 per hour to \$31.68 per hour depending on experience. In addition, up to six (6) years of prior Dispatcher experience may be applied to pay, longevity and vacation earned. Hourly shift differential, educational and military stipends are available when applicable. This position is eligible for a comprehensive benefits package including medical, dental, vision, life insurance, short-term disability and retirement benefits, as well as paid vacation, sick leave, 13 holidays and 2 personal days, and clothing allowance.

Interested candidates should complete an employment application located on our website at www.kitteryme.gov/employment, and submit the application, a cover letter, resume and three professional references to:

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This position will remain open until filled

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.