

TOWN OF PELHAM, NH
RECRUITING FOR
FULL-TIME POLICE DISPATCHER



The Pelham Police Department will be conducting a hiring process for a Police Dispatcher position. The testing process will consist of a written examination, oral board, psychological test, polygraph test, background investigation, and an interview with the Chief of Police. Successful candidates must be of good moral character, have good communication skills, possess the ability to multi-task, work efficiently under pressure, exercise good common sense and be able to analyze situations quickly and objectively.

The position of Police Dispatcher is a non-sworn position under the direction of the Administrative Operations Commander or his/her designee and is responsible for receiving and dispatching emergency and non-emergency police and fire calls for service by telephone, radio, and/or computer, providing information to Police and Fire Officers and to the public, and operating the NCIC/SPOTS terminal. Candidates must be a United States Citizen and be a minimum of 21 years of age, graduation from High School or G.E.D. equivalent and experience equivalent to two years full time clerical support work; OR completion of a post-high school course/program in Office Practices, Business, or closely related area may substitute for one year of the required experience. Candidates must type at least 40 wpm and possess and maintain a valid driver's license. Applications and appearance disclaimer forms are available online at www.pelhampolice.com or at the Pelham Police Department. Interested candidates should submit an application, appearance disclaimer form, cover letter, and resume to:

Captain Stephen Toom
Pelham Police Department
14 Village Green
Pelham, NH 03076

Deadline for submission of Applications is May 27, 2016
Written Test Date in June 11, 2016
The Town of Pelham is an Equal Employment Opportunity Employer