

Town of Exeter  
Exeter NH 03833

## ***JOB VACANCY***

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**Date of Notice:** April 27, 2023

**Position:** **DISPATCHER**

**Pay Range:** \$19.89 – \$25.46 /hour (14 steps + excellent benefits) *(Rate as of July 1, 2022)*

**Closing date:** Open until filled

Town application and resume may be emailed to: [pdapplications@exeternh.gov](mailto:pdapplications@exeternh.gov)

The Town of Exeter is currently seeking a full time Dispatcher for its Police department.

General Duties: Under the general supervision of the Dispatch Supervisor, responsible for receiving information from the public and dispatching the appropriate personnel to match the response dictated by the nature of the contact. Dispatches Police, Fire and EMS personnel to all requests for assistance; monitors active units and ensures sufficient back up or second response. Position produces intervals of high stress due to urgent, emergency calls, emotional callers & short response deadlines. As a Dispatcher, you will be responsible for answering and deciding response actions for a wide array of calls for service. Duties will also include but are not limited to: assisting members of the public in the lobby, report writing, data importation into our RMS system and working shift rotations including overnights and holidays.

Requirements: Minimum age: 21 years old at the time of hire. High school graduate or approved GED equivalency certificate. Knowledge of radio transmission and/or computer skills and one to three years of related experience, or equivalent combination of education and experience. Eyesight must be corrected to 20/20. Normal color vision and depth perception are also required. Possession of a valid motor vehicle operator's license or valid state ID. Normal hearing in both ears (corrected or uncorrected). Persons applying shall be of good moral character. Applicants must not have any offensive or inappropriate tattoos, scarifications, or brands visible while he/she is wearing short sleeve shirts. The Chief of Police will have final determination of all tattoos. Hand, face, head and neck tattoos are prohibited.

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.*