

May 10, 2017

## **NOTICE OF VACANCY**

POSITION: **DISPATCHER**  
LOCATION: **DARTMOUTH HOUSE OF CORRECTION**  
PAY GRADE: **FIFTEEN (NAGE A) (\$41,321.80 – \$48,324.64)**  
SHIFT / DAYS OFF: **3:00 pm – 11:00 pm (Days Off: Tuesday/Wednesday)**

### **GENERAL DUTIES AND RESPONSIBILITIES:**

Responsible for the orderly operations of all telecommunications for the Sheriff's Office. Maintains logs, monitors all emergency calls, addresses various administrative duties as needed and any other duties as assigned.

### **REQUIREMENTS:**

1. Criminal Justice background preferred.
2. C-MED skills preferred.
3. Typing skills are required.
4. Posses good phone and organizational skills.
5. Familiar with arrest and bail procedures helpful.
6. Ability to make good independent decisions.
7. Ability to communicate sensitively to victims of criminal cases.

### **TO APPLY:**

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **May 24, 2017 at 4:00 p.m.**

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **May 24, 2017 at 4:00 p.m.** Applications can be found on our website at [www.bcs0-ma.us](http://www.bcs0-ma.us).

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability or sexual orientation.

**PLEASE POST**

1. **TITLE**  
DISPATCHER

**AGENCY**  
BRISTOL COUNTY  
SHERIFF'S OFFICE

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2. **UNION / GROUP**                      **SALARY GRADE**                      **DATE**  
NAGE A / 1                                      15    PREPARED 10/03  
REVIEWED 04/12

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3. **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**  
DISPATCHERS ARE RESPONSIBLE FOR THE ORDERLY OPERATIONS OF ALL TELE-COMMUNICATIONS FOR THE BRISTOL COUNTY SHERIFF'S OFFICE. MAINTAINS LOGS, MONITORING EMERGENCY CALLS AND ADDRESSING VARIOUS ADMINISTRATIVE DUTIES WHEN NEEDED

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4. **SUPERVISION RECEIVED:**  
COORDINATOR OF DISPATCH, DIRECTOR OF COMMUNICATIONS, ASSISTANT SUPERINTENDENT II SUPPORT SERVICES, CHIEF OF STAFF

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5. **SUPERVISION EXERCISED:**  
NONE

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6. **DUTIES AND RESPONSIBILITIES:**

1. MUST HANDLE ALL TELE-COMMUNICATIONS FOR THE BRISTOL COUNTY SHERIFF'S OFFICE..
2. MUST MONITOR AND HANDLE EMERGENCY CALLS FROM ALL AREAS.
3. MUST OPERATE AND MAINTAIN NCIC/LEAPS TERMINAL.
4. MUST DISPATCH PERSONNEL TO SELECTED AREAS AS MAY BE NEEDED.
5. MUST MAINTAIN A LOG OF SPECIFIC RADIO TRAFFIC THROUGH COMMUNICATIONS.
6. RESPONSIBLE FOR THE HANDLING OF THE BRISTOL COUNTY CENTRALIZED MEDICAL EMERGENCY DISPATCH / CMED FOR THE ENTIRE COUNTY AND TRAUMA RUNS TO THE RHODE ISLAND AND HASBRO HOSPITALS.
7. MAY BE REQUIRED TO ATTEND TRAINING PROGRAMS AND SEMINARS.
8. RESPONSIBLE FOR THE NOTIFICATION TO VICTIMS CONCERNING THE BAIL OF PRE-TRIAL INMATES.
9. PERFORMS RELATED DUTIES AS REQUIRED BY THE SHERIFF OR HIS DESIGNEE.