

**TOWN OF ROCKY HILL  
POLICE DISPATCHER**

**GENERAL STATEMENT OF DUTIES**

Acts as dispatcher for police, fire and ambulance services and general Town departments; performs varied clerical duties; deals with the public and law enforcement officials; does related work as required.

**SUPERVISION RECEIVED:**

Works under the immediate supervision of Chief of Police or his authorized agent, as delegated.

**SUPERVISION EXERCISED:**

None

**EXAMPLE OF DUTIES:**

Sends and receives messages over the radio, telephone, computer and teletype; receives complaints and records same; takes calls for assistance and requests for information from the general public, other law enforcement agencies, fire services and ambulance services; transmits instructions and information to police cruisers, fire trucks, and other Town equipment; receives automatic alarms of fires and burglaries; keeps records of the nature of messages broadcast and received; makes clerical entries and does indexing and filing; does related work as required.

**MINIMUM QUALIFICATIONS:**

Ability to speak clearly and to use proper English; ability to meet and deal with the public; some computer ability; clerical aptitude and ability to keep records; ability to react quickly and calmly to emergency situations; ability to follow written and oral instructions; must pass pre-employment process and one year probationary period, must become NCIC/COLLECT certified.

**PHYSICAL REQUIREMENTS:**

Applicants must have reached their eighteenth birthday; must have agility and endurance and be free from any disease or disability which adversely affects job performance; normal vision and hearing corrected are required. A physical and psychological examination will be required.

**CITIZENSHIP AND CHARACTER:**

Candidates must be citizens of the United States, of good moral character with no record of dishonorable discharge from any police or fire department or from the armed forces of the United States and no record of conviction for repetitive motor vehicle violations, misdemeanor offense or conviction of a serious misdemeanor involving moral turpitude or conviction of a felony.