

**HOLLISTON POLICE DEPARTMENT**  
**FULL TIME 911 CIVILIAN DISPATCHER**

The Holliston Police Department is seeking applicants for the position of full time 911 Civilian Dispatcher. Past experience is not required, but preferred. Responsibilities include, but are not limited to, receiving both 911 emergency calls and non-emergency calls, dispatching patrol officers via police radio, detailed and accurate logging of service calls, operating 911 equipment and other related duties. Hours of work include nights, weekends and holidays, on a rotating schedule. This is a Grade 200, Step 1 position with an hourly rate of \$19.16. Applicants will be required to attend APCO PST 1 Telecommunicator certification, NextGen 911 certification, and CJIS certification. Candidates are subject to a pre-employment physical and a drug test. Applications are available at the Holliston Police Department or online at [www.townofholliston.us](http://www.townofholliston.us). Forward completed applications, along with resume and letter of intent to:

Dispatch Supervisor Kasey Richards  
Holliston Police Department  
550 Washington Street  
Holliston, MA 01746

Applications due by 3:00 p.m on Friday, February 23, 2018.

The Town of Holliston is an EOE/AA employer.