



TOWN OF WALLINGFORD

Open Competitive Examination

Department of Human Resources
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

POLICE DISPATCHER

\$24.86 - \$29.64 (Hourly)

General Statement of Duties: At Police Headquarters, initiates, transmits, receives or relays messages to patrol cars or other destinations as required. Performs general clerical work such as typing, filing, filling out and preparing forms, making arithmetical computations, operating office machines and teletype machine. Does related work as required.

Supervision Received: Works under the immediate supervision of the Chief of Police or another designated police officer.

Required Knowledge, Skills, and Abilities: Ability to speak English well and to communicate clearly. Ability to follow written and oral orders. Ability to type, file, keep good records, make arithmetical computations and perform other general work. Ability to meet and deal effectively with others. Character references must be compatible with Police Department functions.

Required Experience and Training: High school or business school training with courses in typing and two (2) years of employment in office work of a responsible nature, Or In Lieu Thereof, and equivalent combination of above experience and training totaling six (6) years.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or maybe downloaded from the Department of Human Resources Web Page and emailed to wlfshr@wallingfordct.gov.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written-50% / Oral – 50% **or** Written 50% / Background Evaluation – 50% **or** Oral – 50% / Background Evaluation – 50% **or** Written – 50% / Background – 50% / Practical P/F **or** Written – 50% / Oral 50% / Practical – P/F **or** Practical – P/F 100%

Closing Date: The closing date will be the date the 50th application or resume is received or May 6, 2024 whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER