

The Woodstock Police Service will be accepting applications from internal and external applicants for the full-time position of Communications Dispatcher. Applications will be kept on file for one year. As opportunities become available, only those selected for an interview will be contacted.

### **COMMUNICATOR**

Duties include: Radio Dispatching for both Police and Fire, Handling 911 calls, Handling Requests for Service, CPIC Operations, Data Entry for Records Management System, and any other duties assigned.

The position requires the person to have good interpersonal and verbal communication skills, the ability to demonstrate patience and remain calm under pressure, and the ability to make effective decisions quickly. Also required is the ability to organize and prioritize tasks, and participate as an effective team member who supports and projects values compatible with our organization. Accuracy is required in every aspect of this position. This position requires the candidate to work shifts, including nights, weekends, and holidays and to sit for long periods of time. The working hours for this position will vary depending on the needs of the Service.

Minimum Qualifications:

- Grade 12 Ontario Secondary School Diploma or equivalent
- Keyboarding skills with minimum of 40 wpm.
- Proficient data entry skills
- Computer Literacy

You will be required to:

- Submit the proper application along with resume and cover letter detailing your skills and experience in regards to the position requirements
- Successfully complete testing to verify keyboarding skills and other proficiencies
- Appear before an interview panel
- Undergo psychological testing
- Provide sufficient information, including fingerprints, in order for a background check to be conducted

The Telecommunications Course would be considered an asset.

Mail or deliver completed applications to Woodstock Police Service, 615 Dundas Street, Woodstock, Ont, N4S 1E1, Attn: Administrative Sergeant.

Woodstock Police Service is an equal opportunity employer.

We thank all applicants for their interest, however, only those selected for the initial testing will be contacted.