



The Woodstock Police Service is accepting applications from internal and external applicants for the position of:

PART-TIME COMMUNICATIONS DISPATCHER

Duties: Radio dispatching for both Police and Fire, handling 9-1-1 calls, handling requests for service, CPIC Operations, data entry for Records Management System (RMS) 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
- 1-2 years of experience dispatching in emergency services or equivalent
- Emergency Telecommunications course is considered an asset
- Keyboarding skills with minimum of 40 wpm.
- Proficient data entry skills

Requirements:

- Visit our website to download and complete a WPS Application Form (Civilian Opportunities) and submit along with a resume and cover letter.
- Successfully complete testing to verify keyboarding skills and other proficiencies
- Candidates are required to undergo psychological testing and provide sufficient information, including fingerprints, in order for an extensive background check to be conducted prior to employment.

Application packages will be accepted by email at recruiting@woodstockpolice.ca or by mail to 615 Dundas St, Woodstock, ON N4S 1E1, to the attention of Human Resources Coordinator Kristi Lampman. Applications are being accepted until **April 18, 2022 at 4:00pm**.

Woodstock Police Service is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.