

Dispatcher

The West Caldwell Police Department is seeking to fill an open position for a full time Police Dispatcher.

All Police Dispatchers are responsible for answering 9-1-1 calls, non-emergency calls, and dispatching police fire and Emergency Medical Services.

Applicants must meet the following requirements:

- Be at least 18 years old.
- Have at least a High School Diploma or equivalent.
- Be able to read, write, and speak the English Language (Multi-language applicants are beneficial but not required).
- Must have good communication skills.
- Ability to multi-task in a high stress, fast-paced environment.
- Must be familiar with computers, Microsoft Office, and proficient in typing skills.
- Must be willing to work 8- or 12-hour shifts, to include days, nights, weekends, and holidays.
- Must be able to successfully complete in-house training program.
- Certification as a Basic Telecommunicator and prior dispatch experience is a plus but not required.
- Applicants are subject to a background investigation and must be of good moral character.

If interested, please submit a copy of your resume to Capt. O'Dowd At the West Caldwell Police Department, 21 Clinton Road, West Caldwell, NJ 07006 no later than June 15, 2022.