

4/16/2025

Job Posting

POSITION: **Dispatcher**

LOCATION: **Dartmouth House of Correction**
 400 Faunce Corner Road
 North Dartmouth, MA. 02747

PAY GRADE: **NCEU Ad-Tech**
 Grade 15 (\$54,408.61 - \$69,136.05)

HOURS: **3:00 PM – 11:00 PM**

DAYS OFF: **TUE/WED**

GENERAL DUTIES AND RESPONSIBILITIES:

Responsible for the orderly operations of all telecommunications for the Sheriff's Office. Maintains logs, monitors all emergency calls, addresses various administrative duties as needed and any other duties as assigned.

PREFERRED REQUIREMENTS:

1. Criminal Justice background preferred.
2. C-MED skills preferred.
3. Typing skills are required.
4. Possess good phone and organizational skills.
5. Familiar with arrest and bail procedures helpful.
6. Ability to make good independent decisions.
7. Ability to communicate sensitively to victims of criminal cases.
8. Recording and assigning deputy details.

TO APPLY:

Those who are interested in this position must submit a resume and letter of interest to the Human Resources Division by **April 30, 2025**.

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class.

PLEASE POST

1.	Title Dispatcher	Agency Bristol County Sheriff's Office
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2.	Union NCEU AC	Salary Grade 15	Date Prepared 10/03 Reviewed 09/19
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3. **General statement of duties and responsibilities:**
 Dispatchers are responsible for the orderly operations of all tele-communications for the Bristol County Sheriff's Office. Maintains logs, monitoring emergency calls and addressing various administrative duties when needed

4. **Supervision received:**
 Coordinator of Dispatch

5. **Supervision exercised:**
 None

6. **Duties and responsibilities:**

1. Must handle all tele-communications for the Bristol County Sheriff's Office.
2. Must monitor and handle emergency calls from all areas.
3. Must operate and maintain NCIC/LEAPS terminal.
4. Must dispatch personnel to selected areas as may be needed.
5. Must maintain a log of specific radio traffic through communications.
6. Responsible for the handling of the Bristol County Centralized Medical Emergency dispatch / CMED for the entire county, and trauma runs to the Rhode Island and Hasbro hospitals.
7. May be required to attend training programs and seminars.
8. Responsible for the notification to victims concerning the bail of pre-trial inmates.
9. Performs related duties as required by the Sheriff.