

TOWN OF TIVERTON

SEEKING APPLICANTS FOR

PART TIME – FULL TIME – PER DIEM COMMUNICATIONS CENTER OPERATORS (CCO)

The Town of Tiverton, RI is currently seeking qualified persons to work in part-time, full time and per diem capacity as Communications Center Operators (CCO) for the Police Department. The qualified person/persons must have a minimum of a High School Diploma or equivalent; demonstrate the ability to communicate by receiving and dispatching emergency calls for service; have the ability to operate and utilize a variety of communication equipment; demonstrate an ability to use computers, CAD software, radio base stations and other equipment and perform associated clerical responsibilities; must be personable and interact well with co-workers and the public.

A complete job description is available at www.tiverton.ri.gov.

Use application process at www.policeapp.com or submit cover letter and resume to: Tiverton Personnel Board, ATTN: CCO, P.O. Box 38, Tiverton, RI 02878 no later than 4:00 PM on Friday, December 22, 2017.

The Town of Tiverton is an Equal Opportunity Employer

APPLICANT INFORMATION – POLICE/FIRE DISPATCHER

Application Requirements:

1. Must possess a valid drivers license
2. Must be a minimum of 18 years of age
3. Must be a United States Citizen
4. Must possess a high school diploma or equivalent
5. No criminal record

Documents Needed:

1. Copy of birth certificate and citizenship papers (If you are a naturalized U.S. citizen.)
2. Copy of your high school diploma and/or transcripts showing college study.
3. Photo copy of your valid driver's license

Selection Process:

- Orientation
- Written Examination
- Oral Board consisting of members of the department
- Town Personnel Board Interview
- Extensive Background Investigation

The applicants should possess the following characteristics:

- Applicants shall demonstrate the ability to communicate by receiving and dispatching emergency calls for service.
- Applicants should have the ability to operate and utilize a variety of communication equipment.
- Demonstrate an ability to use computers, CAD software, radio base stations and other equipment and perform associated clerical responsibilities.
- Applicants must be personable and interact well with co-workers and the public.

APPLICATIONS ARE SUBMITTED VIA WWW.POLICEAPP.COM

**APPLICATIONS MUST BE SUBMITTED NO LATER THAN DECEMBER 22, 2017 at
11:59 PM**

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