



Police Dispatcher / Part Time - Full Time

The Town of Pembroke currently has an opening for a Police Dispatcher.

Desirable Education and Experience:

Any combination of education and experience equivalent to graduation from high school and considerable experience in communications, dispatching, records, and related public contact. Employees in this class receives incoming routine and emergency police, fire and rescue calls, and dispatches proper personnel for assistance, and maintains contact with police units in the field. Employees answer telephone lines and prioritize calls to dispatch them to achieve the quickest response to aid the public. Work involves frequent public contact assisting the public with directions and general information and requires tact, firmness and decisiveness in obtaining necessary information from people who are under extreme stress. Employees also enter police reports into the police records system and perform duties associated with records maintenance and use of the DCI terminal. Work is performed in accordance with departmental policy and State and federal law, supplemented with specific directions from sworn personnel. Work is often performed under stressful emergency conditions. Work is evaluated through observation, discussion and review of reports and through feedback from officers in the field.

Salary Range and Application Process:

Salary Range: \$25,527 - 38,291; Applications forms may be obtained online at www.pembrokenc.com/hr or in person at 98 Union Chapel Road, Pembroke, NC. Applications should be submitted via email to amira@pembrokenc.com or in person at 98 Union Chapel Road, Pembroke, NC.

Deadline for Application: Open until filled.

The Town of Pembroke is an Equal Opportunity Employer.

-Town employees are eligible for many valuable benefits in addition to their regular pay. These benefits include paid Medical, Dental and Vision coverage; Healthcare Reimbursement Arrangement (HRA); Retirement, 401K Contribution; Life / Voluntary Accidental Death Insurance; Leave Benefits (Vacation, Holiday, Sick, Bereavement Leave); Longevity Pay; Wellness Programs; Voluntary Group Short and Long-Term Disability / Critical Illness Plans; Telehealth (Teledoc); Tuition Assistance; and many other important benefit options.