



**Town of Reading**  
16 Lowell Street  
Reading, MA 01867

Fax: (781) 942-9037

Website: [www.readingma.gov](http://www.readingma.gov)

**Finance Department**  
Human Resources Division  
(781) 942-9033

---

## **PUBLIC SAFETY DISPATCHER**

### **Police Department**

- Duties:** Employee handles emergency and non-emergency calls for police, fire, and Emergency Medical Services (EMS).
- Qualifications:** High school degree or GED equivalent. Excellent communication, computer skills, and the ability to multitask in a busy environment are required. Experience with Microsoft Windows.
- Hours:** Full-time. Applicant must be willing to work scheduled shifts, inclusive of overnight, night, weekend, and holiday shifts.
- Salary:** \$18.30/hour with shift differentials.

Prospective applicants must pass a background check, pre-employment exams, and a complete interview process. Once qualified, there is a six-month probationary period with a five-week academy requiring travel outside of Reading and several weeks of in-house training.

Send resume or application to Carol Roberts, Human Resources Administrator, Town Hall, 16 Lowell St, Reading, MA 01867 or to [personnel@ci.reading.ma.us](mailto:personnel@ci.reading.ma.us).

Applications are available on the Town of Reading webpage, at Town Hall, or at the Police Station, 15 Union St, Reading. Applications will be reviewed in the order received until position is filled.

*Reading is an Equal Opportunity Employer M/F*