

## **CRANFORD POLICE DEPT.**

### **COMMUNICATIONS OFFICER/DISPATCHER**

**COMMUNICATIONS OFFICER/DISPATCHER** - The Township of Cranford Police Department is seeking candidates for the position of Communications Officer/Dispatcher. This position provides a vital link between our citizens and Township Police, Fire, and EMS services in a fast-paced environment that requires careful attention to detail, multi-tasking, and excellent customer service skills. Ideal candidates will remain calm under pressure, exercise good judgment, and make sound decisions in emergency situations. Must have the ability to communicate both orally and in writing clearly and concisely; and have proficient typing and keyboard entry skills. Excellent organizational skills and attention to detail are essential. High School Diploma or equivalent (GED) required. Must be willing to work shifts on a rotating basis including nights, weekends and holidays as needed. Other duties may be assigned depending on the needs of the department and the Township. Current CPR, Emergency Basic Telecommunicator Class (BTC), Emergency Medical Dispatcher (EMD) certifications a plus. As is prior experience using a computer aided dispatch (CAD) and two-way radio communications system. Salary is commensurate with experience. All full-time employees receive a generous benefit package including paid vacation, sick leave, holidays, and health and pension (PERS) benefits. Applications can be picked up at the Cranford Police Department, 8 Springfield Avenue, Cranford, NJ 07016 or downloaded from [www.cranfordnj.org/police-department](http://www.cranfordnj.org/police-department). The deadline for all completed applications is August 28, 2020 at 4:00 p.m. All prior candidates **must** submit a new application. The Township reserves the right to interview and/or appoint a candidate prior to the deadline. Successful applicant must undergo a background check and drug test prior to appointment. Cranford is an Equal Opportunity Employer.