



The Woodstock Police Service is accepting applications from internal and external applicants for the position of:

## **PART-TIME COMMUNICATIONS DISPATCHER**

Successful candidates will possess:

- Strong interpersonal and verbal communication skills
- The ability to multitask in a fast paced environment
- The ability to make effective decisions quickly
- The ability to demonstrate patience and remain calm under pressure
- A grade 12 Ontario Secondary School Diploma or equivalent
- Keyboarding skills with minimum 40 wpm
- Proficient data entry skills
- 1-2 years of dispatch experience or relevant experience that demonstrates the above noted skills
- Emergency Telecommunications course not mandatory but considered an asset

Duties include:

- Answering, routing, and handling 911 calls for service
- Handling non emergency requests for service
- Radio dispatching of Police and Fire calls
- CPIC operations
- Data entry for Records Management Systems (RMS)
- Any other duties assigned.

Accuracy is required in every aspect of this position. This position required the candidates to work shifts, including nights, weekends, and holidays and to sit for long periods of time. The working hours of this position will vary depending on the needs of the service.

Requirements:

- WPS application form found on our website under 'Civilian Opportunities' submitted along with cover letter and resume
- Successfully complete testing to verify keyboarding skills and other proficiencies
- Candidates are required to undergo psychological testing and provide sufficient information, including fingerprints, in order for an extensive background check to be conducted prior to employment

Application packages will be accepted:

- by email at [recruiting@woodstockpolice.ca](mailto:recruiting@woodstockpolice.ca) or
- by mail to 615 Dundas St, Woodstock ON N4S 1E1, to the attention of Human Resources Coordinator Kristi Lampman
- or in person at 615 Dundas St, Woodstock during regular business hours (Monday to Friday 0800 – 1800 hours, not including holidays).

Applications are being accepted until – **October 31<sup>st</sup>, 2022**

Woodstock Police Service is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted.