



CITY OF WOONSOCKET, RHODE ISLAND

PERSONNEL OFFICE

Public Safety Telecommunications Clerk Employment Advertisement

The City of Woonsocket, Rhode Island is conducting a search for Public Safety Telecommunications Clerks. Working in our state of the art dispatch center inside Police headquarters, you would provide assistance to citizens who request emergency services. You would also be responsible for surveillance of all internal and external monitors, audio systems and holding cells while maintaining continuous awareness of all field unit locations and activities. You must be able to handle all incoming calls regardless of emergency level in a courteous and professional manner. Graduation from high school, or GED equivalency, knowledge of Microsoft Word and Excel software, as well as database management required. Secondary language knowledge and public safety experience desirable. Work scheduling is four day on, two days off as overseen by Police management.

About Woonsocket

Located in Rhode Island's Blackstone Valley, the City of Woonsocket is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle. The City is home to Landmark Medical Center, a full-service medical facility, offering quality care to area residents for over 100 years. CVS Corporation. Fortune 500 Company is also headquartered in the City.

We offer a competitive benefit and compensation package. For more information on this position including a full position description and application, please visit the "Job Posting" section on the City of Woonsocket website **www.woonsocketri.org**. Please forward your completed application and resume to Mark Ferguson, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895; you may send your employment information electronically to mferguson@woonsocketri.org.

Application deadline: Friday, May 5, 2017

Union Local 670

Weekly Salary Rate Range: \$636.54 to \$739.98

An Equal Opportunity Employer