



## **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. As a Public Safety Telecommunications Clerk, you would provide assistance to citizens who request emergency services. You would also be responsible for monitoring 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, professional manner. You must also have a working knowledge of Microsoft Word and Excel software, as well as database management. Our dispatch center located in Police headquarters is new and state of the art.

#### **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](http://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](mailto:mferguson@woonsocketri.org).

Application deadline: Friday, March 9, 2018.

Union: Local 670

Salary Rate Range: [M53] \$636.54/wk. to \$739.98/wk.

Hours: 37.5 hrs/wk.

#### **An Equal Opportunity Employer**