

JOIN OUR TEAM AT THE SHELBURNE POLICE DEPARTMENT

Shelburne Police Department is currently accepting applications for Part-Time Emergency Communications Technicians. The Shelburne Communications Center (SCC) operates under the auspices of the Shelburne Police Department, but we are extremely proud of our service to all Public Safety Agencies.

The SCC is often referred to as “Shelburne Dispatch” or “Shelburne PSAP” and serves as a regional Emergency Communications Center. We operate as a primary and secondary Public Safety Answering Point (PSAP) and Public Safety Dispatching Point (PSDP). The center answers 911 calls for 26 communities and dispatches for 35 agencies from 23 communities. The SCC serves a population of approximately 63,522.

The Shelburne Police Department is committed to diversifying our ranks and encourages men and women with diverse racial, cultural, and ethnic backgrounds to apply. Our Team respects and values diversity among our members and within our community.

The Shelburne Police Department offers a competitive benefits package including Vermont Municipal Employees Retirement System, paid vacation, holidays, sick leave, medical, dental, and life insurance to Full-Time employees. Starting training salary is \$19.02, upon completion of mandatory training, the starting salary is \$19.59, as set forth in the NEPBA (New England Police Benevolence Association) contract. Lateral transfers are eligible to receive one year of credit for every two years of experience.

Minimum Requirements (Requirements may change without notice)

- High School Diploma or GED.
- Must be drug free for a minimum of five years.
- Must have no felony or serious misdemeanor convictions, nor any habitual or serious traffic offenses, domestic violence or assault convictions. Other violations, which may adversely affect a law enforcement career, will be considered on a case-by case basis.
- Ability to obtain and maintain a valid Vermont State driver’s license.
- Pass a psychological exam and oral board interview.
- Pass a comprehensive background investigation.
- Complete required VT E911 training within 6 months of hire.

Required Skills:

- The ability to develop and maintain cooperative and professional relationships with fellow employees, representatives from other departments, and supervisors.
- The ability to use logic and reasoning to reach conclusions and approaches to problems.
- The ability to use judgment and decision-making skills to evaluate situations, establish priorities, and resolve matters.
- The ability to think quickly.
- The ability to work under stressful situations.

- The ability to actively listen and communicate effectively through clear speech and hearing.
- The ability to follow instructions.
- The ability to establish priorities and pass on information as needed.

Job Functions:

- Operate a multi-line telephone system.
- Monitor and operate a radio console.
- Ask questions to interpret, analyze and anticipate the caller's situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other agencies.
- Dispatch and coordinate the responses of public safety agencies.
- Enters and modifies information into local, state and national computer databases.
- Ask vital questions and provide pre-arrival instructions based on VT E911 standards.

The Shelburne Police Department is an Equal Opportunity Employer. Women, Minorities, Veterans and Persons with Disabilities are highly encouraged to apply.

Applications will be accepted until position is filled, please submit your application to:

Patricia Vincent
Dispatch Supervisor
Shelburne Police Department
P.O. Box 58
Shelburne, Vermont 05482
Email: patricia.vincent@vermont.gov