



**TOWN OF COVENTRY
ANNOUNCES THE APPLICATION PROCESS FOR
Dispatcher Full-time**

The application process will close on October 9, 2020 at midnight.

The Coventry Police Department is currently accepting applications for the position of Full-Time Police Dispatcher. The nature of work includes dispatching police personnel to emergency and non-emergency calls for service, operation of a computer information terminal, answering emergency and non-emergency telephone calls, and other related work as required. Candidates must be able to carry out oral and written instructions; efficiently and effectively handle public contact through telephone or walk-ins; ability to learn the operations of a radio base station and computer-aided dispatch; the ability to remain calm and self-controlled during emergency situations; and the ability to multi-task. The Coventry Police Dispatch center is a fast-paced technical environment that requires dispatchers to effectively maintain situational awareness of all real-time events affecting the town, and having the ability to prioritize calls for service. Qualified candidates should have a high school diploma, one year of experience involving sustained and intense public contact, and the strong ability to multi-task while working under pressure.

This position is represented by Council 94 and could involve any of the following shift-work hours:

Dispatcher 1 – Tuesday through Saturday 8am – 4pm

Dispatcher 2 – Monday through Friday 8am – 4pm

Dispatcher 3 – Sunday through Thursday 4pm – Midnight

Dispatcher 4 – Wednesday through Sunday Midnight – 8am

Dispatcher 5 – Sunday and Monday 8am–4pm, Tuesday Midnight–8am, Friday and Saturday 4pm–Midnight.

Starting salary is \$21.34 per hour. The full Council 94 collective bargaining agreement can be viewed online at:

<https://coventryri.civicweb.net/filepro/documents/5905?preview=12706>

The Police Dispatcher selection process consists of the following:

- Submit all required documents by the application close date:
 - Resume
 - Information Waiver
- Passing a written/audio/video test (note: a government issued ID is required for entry)
 - Tentatively scheduled for week of October 19th. Study guide can be found at: https://iosolutions.com/shop/?swoof=1&pa_examination=dst
- A resume review and initial background investigation
- Selected candidates would then participate in an oral board interview
- Extensive background investigation
- Interview with the Command Staff

To apply, please go to <https://www.policeapp.com/Dispatcher-Coventry-RI-RI-Police-Officer-Jobs/1144/>

Resumes and Information Waivers can be emailed to Capt. Zalabowski at pzalabowski@coventrypd.org or be attached in policeapp.com. All forms must be submitted no later than October 9, 2020. The Information Waiver form is available in policeapp.com and can also be found under Attachments at this link: <https://www.coventrypd.org/are-you-hiring>.

Candidates must possess a valid driver's license.

All previous candidates must reapply.

There is a \$30 policeapp.com processing fee required for each application.

The Town of Coventry is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, gender, national origin, disability, veteran status, or any other legally protected status. Minorities and women are strongly encouraged to apply to the Coventry Police Department.