



WINDHAM, NH POLICE DEPARTMENT

ACCEPTING APPLICATIONS FOR

FULL-TIME DISPATCHER (CERTIFIED AND ENTRY LEVEL)

The Windham Police Department is seeking intelligent, motivated applicants for the position of Dispatcher. The Town of Windham offers a competitive salary and benefits package. The position requires shift work, including nights, weekends, and holidays.

ABOUT OUR DEPARTMENT

Windham Police Department is a full-time police agency located in the southeast region of New Hampshire consisting of 21 full-time sworn officers. Our 24-hour dispatch center is staffed by 4 full-time and 1 part-time dispatcher.

The Town of Windham is located along the southern NH border just 35 miles north of Boston and 20 miles south of Manchester. Given its location along I-93 and State Route 111, Windham has been one of the fastest growing communities in New Hampshire.

DUTIES/RESPONSIBILITIES

Dispatchers are non-sworn members of the department and are responsible for receiving and dispatching emergency and non-emergency police calls for service by telephone, radio, and/or computer, providing information to the public, and operating state and local computer-based systems.

QUALIFICATIONS

- Every applicant must be a citizen of the United States.
- Applicants shall be at least 18 years of age by the date of appointment.
- Applicants must possess a high school diploma or equivalent meeting New Hampshire Standards.

- Persons applying shall be of good moral character and possess communications, customer service, and interpersonal skills.

HIRING PROCESS

- Written Aptitude Test
- Oral Interview
- Background Investigation
- Medical Examination
- Successful applicants must serve a probationary period of one year

APPLICATION PROCEDURES

- Complete the Windham Police Department Application for Employment on-line through PoliceApp.com
- Applications are currently being accepted
- Upload a copy of your Resume & Cover Letter
- Non-refundable fee of \$35.00 payable via debit or credit card through PoliceApp.com

Please direct questions regarding this position to smirisola@windhamnh.gov or 603-434-5577