



**City of Central Falls**  
580 Broad Street  
Central Falls, RI 02863  
[www.centralfallsri.us](http://www.centralfallsri.us)

Date Posted:  
March 2021

Expiration Date:  
Open until filled

**\*\*\*NOTICE -JOB POSTING\*\*\***  
**CENTRAL FALLS POLICE DEPARTMENT**  
**PUBLIC SAFETY DISPATCHER – ELIGIBILITY LIST**

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## **Job Posting**

**LOCATION:** City of Central Falls  
Central Falls Police Department  
160 Illinois Street  
Central Falls, RI 02863

**DEPARTMENT:** Police Department

**JOB REPORTS TO:** Chief of Police

**POSITION TYPE:** Full-time Position/Union

**COMPENSATION:** \$749.37  
Benefit Package

### **JOB SUMMARY:**

Under the supervision of the Central Falls Police Department, the Public Safety Dispatcher will provide dispatch services to members of the Police department. Dispatchers will receive, evaluate, prioritize and relay all in-coming calls received for emergency and non- emergency public safety assistance. Dispatchers will appropriate units and coordinate response of emergency personnel; will also operate a variety of telecommunications equipment including radio, telephone and other systems; perform specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

**Please note: Preference in hiring will be given to the following:**

- 1. City of Central Falls Residents; and**
- 2. Applicants that can demonstrate fluency in a second language as spoken by at least 10% of city residents (currently Spanish or Portuguese); and**
- 3. Military Veteran Status**

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Coordinate emergency response efforts to Police personnel by receiving calls for service; will determine level of urgency and dispatch appropriate responders.
- Log all calls for services received, respond to all parties involved; will determine resolutions, if possible to each assigned case number when appropriate.
- Utilize state and national crime computer to obtain vehicle, license, or warrant information, as well as information regarding stolen vehicles or wanted and/or missing persons.
- Administrative duties include:
  - ✓ VIN Checks
  - ✓ Priority Reports
  - ✓ Filing of Complaints
  - ✓ No Contact Orders
  - ✓ Maintaining Department Warning Logs
- Provide service type information to the public regarding available services-  
*Examples include:*
  - ✓ Referrals to outside Agencies;
  - ✓ Scheduling appointments for criminal background checks;
  - ✓ Assist with walk-in complaints;
- Perform other duties as assigned;

## **POSITION REQUIREMENTS/QUALIFICATIONS:**

- Strong administrative support and experience required;
- Effective written communication skills;
- Accuracy and attention to detail regarding the composition of documents;
- Proficiency in Microsoft Office;
- A valid background (BCI) check;
- Confidentiality requirements;
- Must be U.S. Citizen to use RILETS/FBI;
- Bilingual candidates preferred;

## **SKILLS REQUIRED:**

- High School Diploma or GED required; college degree preferred;
- Ability to manage, prioritize, multi-task and coordinate in a fast-paced and demanding environment;
- Ability to pass a mandatory typing test;
- Ability to work independently with limited direction and instruction within the scope of assignments;
- Excellent interpersonal, analytical and problem-solving skills;
- Must be able to take initiative while paying close attention to detail and completing all assignments;
- Ability to work effectively with a diverse population;

**APPLICATION INSTRUCTIONS:**

Applications, Resumes and/or Cover Letters can be submitted, either in person- U.S. Mail addressed to City of Central Falls- Human Resource Department-580 Broad Street, Central Falls, RI 02863 – Or forwarded by Email to: [Ldias@centralfallsri.us](mailto:Ldias@centralfallsri.us).

Applications can also be found on our website @ [www.centralfallsri.us](http://www.centralfallsri.us) – (Tab) Human Resources/Employment

Deadline to submit: Open until filled

**Reasonable accommodations will be provided for all individuals who are otherwise qualified and suffer from disabilities.**

**ADA/EOE**