**Hooksett Police Department**

15 Legends Drive

Hooksett, NH 03106

Bus. (603) 624-1560

Fax. (603) 624-6891

We’re Hiring

**DISPATCHER**

The Hooksett Police Department is currently accepting resumes for the position of Dispatcher for the Communications Division.

Wages range from $23.47 ($49,379.20) to $29.74 ($61,859.20) depending on past public safety dispatching experience. All candidates must successfully complete all hiring phases to include written exam (the written exam will be waived for experienced dispatchers), oral board, psychological exam, polygraph exam, medical/physical exam as well as an extensive background check. This position is included in the New England Police Benevolent Association, INC. bargaining unit.

Work Schedule: Work schedule includes rotating shifts, weekends, and holidays.

**THE JOB**

Under general supervision, the dispatcher performs general duties that include radio communications for police, answering emergency and business lines and miscellaneous records keeping in conjunction with his/her duties. The Dispatcher receives oral communications coming into the center from the public and police officers and transmits requests for service to the appropriate agency and/or locations. The Dispatcher operates radios, telephones, computers and other equipment as necessary. A dispatcher also monitors facility cameras to ensure station security and supervision of confined persons. Other duties in accordance with job description.

**BENEFITS INCLUDE**

* 12 paid holidays ($2,393.94 - $3,033.48 annually)
* Paid vacation
* Health insurance - 2 of 3 plans 100% employer premium paid ($10,000 annually if you opt out of the health insurance)
* Sick time, compensatory time, shift swaps, vacation time accrual
* Life and disability insurance
* Tuition reimbursement program through current collective bargaining agreement
* Enrollment in NH Retirement System,
* Uniform allowance
* Overtime opportunities
* Training and career advancement opportunities.
* Longevity bonus

**MINIMUM QUALIFICATIONS**

High school diploma or GED. United States citizen or legal alien. Ability to work with limited supervision. Prior IMC training/experience and S.P.O.T.S. certification preferred. Minimum typing skills of 40 words per minute, and familiarity with computers. Ability to tolerate extremely high stress environment, transmit data accurately, and successfully deal with public under extremely stressful conditions. Clear speech and diction. Sight and Hearing: must be free of any eye, sight, ear or hearing conditions that results in a person not being able to perform the essential functions of a police dispatcher as determined by a physician under contract with this agency.

**APPLICATIONS PROCEDURE**

Applicants must submit a resume and cover letter to Captain Jake Robie via email jrobie@hooksettpolice.org or by mail to the Hooksett Police Department Attn: Captain Jake Robie, Civilian Dispatcher Selection, 15 Legends Drive, Hooksett, NH 03106. Refer to website: Hooksettpolice.org or Hooksett.org for a copy of the complete job description. If you have any questions, please contact Captain Jake Robie at 603-624-1560 #304.

POSTED: May 22, 2025

CLOSING DATE: Open until filled.

The Town of Hooksett and the Hooksett Police Department are Equal Opportunity Employers