



Communication Specialist

The Town of York, a coastal community comprised of the villages of Cape Neddick, York Harbor, York Village and York Beach, is accepting applications for the position of Communication Specialist. A Public Safety Communication Specialist is often the first point of contact between a citizen and members of our public safety departments. As such, Communication Specialists are required to present a positive, professional image to those who call or come in to seek assistance or provide information. Communication Specialists must operate with the highest integrity and ethical behavior, as they are often privy to sensitive and confidential information. They must be able to quickly assess any situation and ensure the proper response of emergency personnel while creating an accurate record of each call and/or incident.

High School Diploma or equivalent, prior experience desirable. Must possess or be able to become certified in all topics requiring a certificate within one year of employment and thereafter to maintain all certifications. Examples of certification include but are not limited to Terminal Operator Certification, Emergency Medical Dispatch Certification and Notary Public.

The position is a full-time, non-exempt, union, including nights, weekends and holidays. Starting salary range \$17.82 - \$23.75/hour dependent upon experience and qualifications. The Town of York offers an excellent benefits package with medical, dental, vision, life and disability insurances, access to a FSA as well as paid time off.

A complete list of duties, responsibilities and requirements can be provided upon request. The deadline for applications is July 21, 2017. The Town of York is an Equal Opportunity Employer.

Town of York
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