

Hiring Process Announcement

Communications Officer Littleton Police Department

Posting Date of 13 January 2010

- Position: The Littleton Police Department will be conducting a selection process for the appointment of one (1) Communications Officer.
- Duties: A Communications Officer for the Littleton Police Department is responsible for the appropriate response to emergency and non-emergency calls received in the 911 Call Center. Scope of responsibility includes all communications for the Littleton Police and Fire Departments, to include requests for mutual aid from surrounding communities and specialty entities. The Communications Officer is responsible for adhering to all prescribed protocols for all entities involved in any incident. In addition the Communications Officer facilitates all Emergency Communications and Response for the Littleton Light and Water Departments and the Littleton Highway Department.
- Compensation: The position of Communications Officer is a Union Position within Local 204A of The Massachusetts Coalition of Police and is therefore subject to all clauses within the contract between the Town of Littleton and the Union. The starting salary for this position is \$33,871.34 and includes all benefits offered by the Town of Littleton to its employees.
- To Apply: Candidates will provide a cover letter and resume to:
- Communications Supervisor Tim Bemis
Littleton Police Department
500 Great Road
Littleton, Mass. 01460
- All applicants will be subject to a thorough background investigation conducted by the Littleton Police Department.
Applications must be received no later than 3:00 pm on 28 January 2010.
- Process: The Hiring Process for this position will consist of the following steps:
1. Application Submitted by 28 January 2010
 2. Review of Letters and Resumes by appointed staff.
 3. Interview with Department Lieutenant, Fire Department Captain, Communications Supervisor, Patrol Sergeant and Patrol Officer.
 4. Two candidates forwarded to the Chief of Police for Interview
 5. Final Candidate presented to the Board of Selectmen for interview.

6. Employment to begin on or about 15 February 2010