



**TOWN OF PORTSMOUTH, RI
ANNOUNCES PART TIME JOB OPPORTUNITY FOR
CIVILIAN FIRE DISPATCHER**

Applicants must be at least 21 years of age; must possess a High School diploma or G.E.D., college degree or work preferred; must possess technical and computer skills; must meet established departmental medical standards. Must have excellent verbal and written communication skills.

Job responsibilities include, but are not limited to: answering emergency calls for help and relaying information to responding units and supervisors, maintaining concise records, using computer systems to communicate and coordinate activity with EMS and Fire units, maintaining professionalism in all situations, providing excellent customer service.

Applications for this position(s) are available on the Town website at www.portsmouthri.gov under Human Resources. Completed applications may be emailed to the Human Resource Director at hr@portsmouthri.com or submitted to Human Resources in Town Hall.

Applications will be accepted until the position(s) are filled.

The employment policies and practices of the Town of Portsmouth are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

AN EQUAL OPPORTUNITY EMPLOYER

Lisa E. Puglia
Human Resources Director