



**CITY OF BATHURST**

**EMPLOYMENT OPPORTUNITY**

**CASUAL DISPATCHERS**  
**FOR THE CITY OF BATHURST POLICE DEPARTMENT**

Reporting to the Communications Supervisor and/or Shift Commander, incumbents are responsible for handling all emergency calls, receiving complaints and inquiries from the public, clerical office duties, typing, operating police-related computer programs, and other related work. **All individuals will be subject to a security clearance check, language testing and a typing test.**

Required qualifications include high school graduation or equivalent, supplemented by clerical and/or secretarial courses. Extensive computer knowledge and bilingualism (English and French) are essential.

This position is for casual employment only. The successful candidate will need to be prepared to report to work at an on-call basis to replace regular dispatchers. There may be scheduled replacements for vacation periods however the incumbent must be flexible to work in an unstructured environment. The operational hours are seven (7) days a week, twenty-four (24) hours per day, including holidays.

In accordance with the collective agreement between the City of Bathurst and the Bathurst Police Association the hourly rate of pay for a casual dispatcher is \$22.73 per hour.

If you are interested in this opportunity which could lead to full-time employment you are asked to submit your resume no later than **Tuesday, March 8, 2016** to:

**Mr. Jamie DeGrace**  
**Director of Human Resources**  
**City of Bathurst**  
**150 St. George Street**  
**Bathurst, N. B.**  
**E2A 1B5**  
**human.resources@bathurst.ca**

Only those scheduled for an interview will be contacted.