



## CLERK-DISPATCHER

The Smiths Falls Police Service is seeking a part-time (contract) dispatcher. Dispatchers work rotating shifts which include weekends and statutory holidays.

The person we are seeking must be a mature, responsible individual with excellent typing, computer and organizational skills. Communication skills are vital for this position as well as the ability to work well under pressure.

The successful candidate must possess a Grade 12 education (or equivalent) and be legally entitled to work in Canada.

Applicants chosen for interviews must be prepared to attend Smiths Falls at their own expense. Applicants that are successful with the interview will further undergo background and testing requirements.

We thank all applicants for their interest but respectfully advise that only those selected for interviews will be contacted.

Qualified applicants are to forward their resume with any certificates and reference letters to [recruiting@sfps.ca](mailto:recruiting@sfps.ca) or in an envelope clearly marked **“Personal and Confidential – Dispatcher”** by **9AM Monday April 22<sup>nd</sup> 2024** addressed to the undersigned.

Jodi Empey A/Chief of Police  
Smiths Falls Police Service  
7 Hershey Drive, PO Box 818  
Smiths Falls, On, K7A 4W7

*The Smiths Falls Police Service is dedicated to Equal Opportunity concepts.*