



*Department of Police
Township of Mahwah,
County of Bergen, State of New Jersey*



Stephen Jaffe
Chief of Police
E-Mail: admin@mahwahpd.org

221 Franklin Turnpike
Mahwah, NJ 07430
(201) 529-1000, Fax: (201) 529-0240

Position currently seeking: [] Full Time [] Part Time [] Per Diem [] Any

I authorize investigation of all statements contained in this and any future applications for the Mahwah Police Department. I understand that misrepresentation, and/or omission of fact called for, will preclude employment and void my application for employment with the Township of Mahwah.

Applicants Signature: _____

Date: _____

Please read the following page regarding the essential job functions for the position of Police Dispatcher.



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The following are essential job functions for the position of police dispatcher:

1. Speak and understand English clearly.
2. Clearly write in English using proper grammar.
3. Answer phones clearly and politely at all times, sometimes under very stressful situations.
4. Answer 9-1-1 emergency calls.
5. Handle multiple emergency calls simultaneously.
6. Lead and direct all phone conversations.
7. Conduct phone conversations while simultaneously monitoring all radio traffic.
8. Monitor multiple radio frequencies at the same time.
9. Relay information via phone/radio to emergency services with speed and accuracy.
10. Interact with the walk-in public at headquarters.
11. Dispatch emergency services as needed.
12. Be familiar with computers.
13. Must be good with typing and computers.
14. Read and comprehend technical manuals for computers.
15. Be able/willing to work long hours when necessary.
16. Be able/willing to work rotating shifts.
17. Sit for long periods of time, sometimes without break or relief.
18. Observe video monitors.
19. Have dexterity to perform dispatch functions.
20. Lift small amounts of weight such as computer paper boxes and small equipment.
21. Dispatchers are on a probation period for one (1) year from the date of hire.
22. Dispatchers may work 12-Hour shifts.
23. Full-Time Dispatchers must be available for early call-in.

Part-Time and Per-Diem dispatchers are called on an as needed basis. Dispatchers must fulfill time obligations and maintain on-going department training or will be removed from the department's active roster.

I have read the above listed job functions for Police Dispatcher and believe I can perform these essential functions.

Signature: _____

Date: _____