

# CITY OF HACKENSACK

## JOB OPENING ANNOUNCEMENT

### *Title: Public Safety Telecommunicator*

<b>Department:</b>	Police Department	<b>Salary Range:</b>	\$40,449-\$68,338
<b>Date Posted:</b>	4/17/2026	<b>Position:</b>	Full-Time, Contractual
<b>Post Expires:</b>	Until filled	<b>Shift:</b>	Variable (Sunday – Saturday) 12-hour shifts

#### **Application Process:**

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at [apply@hackensack.org](mailto:apply@hackensack.org)

#### **Job Description**

##### **ROLES AND RESPONSIBILITIES**

Under direction receives and responds to telephone or other electronic requests for emergency assistance, including law enforcement, fire, medical, or other emergency services and/or dispatches appropriate units to response sites.

- Candidate must respond to telephone or other electronic requests for emergency assistance, including law enforcement, fire, medical, or other emergency services.
- Dispatches appropriate units to response sites as required.
- Must be able to obtain, verify and record details of the emergency with the use of video display, data processing, automatic number identification, and automatic location identification, switching equipment and/or other computer-oriented equipment to make a full assessment of the circumstances, while remaining calm and reassuring the caller.
- May perform other similar duties as required.

##### **EXPERIENCE AND EDUCATION REQUIREMENTS**

One (1) year of dispatch experience preferred.

##### **LICENSE AND CERTIFICATIONS:**

Public Safety Telecommunicator (PST) Certification required.

##### **REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)**

- Knowledge of operating communications systems.
- Knowledge of dispatching emergency and nonemergency equipment and personnel procedures.
- Ability to use a Computer Aided Dispatch (CAD) system.
- Ability to provide clear instructions and guidance to callers in emergency situations.
- Capable of learning geographic locations, street names, and police codes.
- Capable of remaining calm during volatile situations, and multi-tasking as necessary.
- Ability to read, write, speak, understand, and communicate English sufficiently to perform duties.

This is a full-time, contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

~ CITY OF HACKENSACK IS AN EQUAL OPPORTUNITY EMPLOYER & CIVIL SERVICE JURISDICTION ~