



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

*****JOB ANNOUNCEMENT*****

The City of Beacon is accepting applications for **one (1) part-time Police Dispatcher** in the **Police Department**.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:

This is a civilian personnel position in a municipal police department. Duties include communication with the public and public safety personnel, the maintenance of records, retrieval of information, completion of reports, operation of communications equipment, and the performance of related tasks. The work is carried out in accordance with established office procedures. Work is performed under the direct supervision of a police officer on duty. Employees may work a changing shift pattern, including days, nights, weekends and holidays. The incumbent should have good knowledge of office procedures and equipment; good knowledge of business arithmetic and English; ability to code and classify reports and other data; ability to type at an acceptable rate of speed and accuracy; ability to learn how to operate police station equipment including communications equipment and automated data retrieval equipment; ability to maintain important and confidential files and records; ability to compile simple statistical reports; ability to maintain confidentiality; ability to follow detailed oral and written instructions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES:

- Operates radio communication system; receives 911 calls; dispatches appropriate personnel for police related calls specific to agency; transfers non-police and non-agency specific calls to Dutchess County Emergency Response or other appropriate agency;
- Runs the New York Statewide Police Information Network (NYSPIN) inquires and operates the computer aided dispatch (CAD) system, dispatch console and all related equipment;
- Types letters, memos, reports and other correspondence; files, updates and generally maintains criminal records;
- Responsible for station security/access for in-person visitors, refers visitors to appropriate personnel; answers telephone and records messages;
- Receives, sorts, indexes and files a variety of materials;
- Operates a variety of standard office equipment;
- Codes and classifies police reports and blotter entries via a computer system and prepares simple statistical reports;
- Uses a computer system to send and retrieve messages, including motor vehicles and criminal data;
- Issues bicycle licenses and vendor permits;
- May handle, catalogue and store evidence;
- May correspond with insurance companies regarding requests for accident reports;
- May do fingerprinting and generally classify fingerprints;
- May monitor electronic surveillance systems for the specific agency.

SALARY/HOURS: \$24.62 per hour, plus shift differential; working sixteen (16) hours per week on Saturday and Sunday evenings (**4pm-12am**), inclusive of a paid 30 min lunch.

APPLY AT: The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov Position will become vacant on July 25, 2026 and applications are accepted until position is filled.

NOTE: This position is NOT subject to a Civil Service examination. A background check is required.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City of Beacon is an Equal Opportunity Employer M/F/V/H

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