

Part-Time Dispatcher (Emergency Communications Dispatcher)

Houlton, ME | Aroostook County Sheriff's Office | \$27.73-\$35.40/hour



The Aroostook County Sheriff's Office is accepting applications for a **Part-Time Dispatcher (Emergency Communications Dispatcher)** for its communications center in Houlton, Maine.

You will serve as a critical link between the public and emergency responders, receiving and processing requests for law enforcement, fire, EMS, and other public safety services by phone and radio to ensure timely and accurate response.

Schedule:

- Part-time, scheduled shifts supporting 24/7 coverage
- Approximately 20–25 hours per week, with additional shifts available
- Availability needed for weekend mornings and Wednesday/Thursday nights

Key Responsibilities:

- Receive and prioritize emergency and non-emergency calls
- Dispatch law enforcement, fire, EMS, and other responders
- Operate radio and computer-aided dispatch systems
- Document calls and maintain accurate records
- Coordinate information and respond in high-stress situations

Required Qualifications:

- High school diploma or equivalent required
- Strong verbal and written communication skills
- Basic computer skills and ability to learn dispatch systems
- Ability to multitask in a fast-paced environment
- Must pass a background check
- Completion of all required training and certification within one year of hire, including the MCJA CTO course
- Public safety communications experience or certification preferred but not required

How To Apply:

Submit application, cover letter, and resume to:

Aroostook County Sheriff's Office
Cassandra Arledge, Dispatcher Supervisor
cassandra.arledge@aroostook.me.us

Applications available at: <https://aroostook.me.us/employment-opportunities/>

Review of applications will begin immediately.