

# Part-time Dispatcher

## Nelson Police Department Competition #26NP14



Nestled on the West Arm of Kootenay Lake in the Selkirk Mountains, Nelson is a dynamic, community-driven city known for its historic charm, progressive spirit, and exceptional quality of life. With a vibrant downtown filled with heritage buildings, locally owned shops, restaurants, and cafés, Nelson offers a unique blend of opportunity and lifestyle. From skiing and biking to kayaking and golfing, year-round recreation and natural beauty make Nelson not only a desirable place to live but a meaningful place to serve.

Under the direction of the Supervisor in Charge of Dispatch or designate, the Dispatcher provides an effective and efficient link between the public and the Nelson Police Department through professional communications.

The incumbent receives and processes calls for service, gathers and prioritizes information, and dispatches police resources in a timely and accurate manner. The Dispatcher monitors communication systems, maintains detailed records, and supports frontline operations while working in a dynamic, high-pressure environment.

The successful applicant is expected to carry out assigned tasks in a safe, complete, and efficient manner. In the performance of duties, the Dispatcher will respect and protect human dignity and maintain and uphold the human rights of all persons.

### Essential Qualifications

- Successful completion of the CPIC Operator Course – Entry Level and Communications Training (or ability to obtain).
- Excellent oral and written communication skills, with strong interpersonal and human relations abilities.
- Demonstrated sound judgment and decision-making skills, particularly in high-pressure or stressful situations.
- Strong organizational and time-management skills, with the ability to multitask and meet strict deadlines.
- Proficient keyboarding skills and ability to prepare clear, concise, and accurate reports.
- Ability to communicate effectively with individuals at all levels of comprehension and handle the public with courtesy and professionalism.
- Ability to follow direction, adhere to policy, and contribute to a solution-oriented, team-based environment.
- Proficiency in software systems used by the Nelson Police Department (e.g., PRIME, JUSTIN, Office 365).

### Position Benefits

The Nelson Police Department offers a competitive and comprehensive benefits package, including:

- Career growth opportunities within a respected municipal police service;
- Medical and dental benefits;
- Sick leave provisions, including a Long-Term Disability Plan;
- Employee and Family Assistance Program, including access to psychological services;
- Membership in the BC Municipal Pension Plan;
- Comprehensive annual leave package.

**Hours/Days of Work:** 30 hours per week, with the ability to accept relief hours

**Compensation:** \$58,990.64 annual salary

**Application Deadline:** March 20, 2026

### Why Join the Nelson Police Department?

Joining NPD means becoming part of a department with a long-standing history of community trust and professional excellence. Our members are committed to innovation, accountability, and teamwork while serving one of the most vibrant and scenic communities in British Columbia.

To find a full description of the position role, including required qualifications and experience, please visit [nelson.ca/jobs](https://nelson.ca/jobs).

If you wish to be considered for this position at the Nelson Police Department, please submit your detailed resume and cover letter, in confidence, to the attention of the Chief Constable at:

**Chief Constable Donovan Fisher**

606 Stanley St, Nelson, BC V1L 1N4

Email: [administration@nelsonpolice.ca](mailto:administration@nelsonpolice.ca)

Please mark your application **Dispatch Competition #26NP14**

*The Nelson Police Department is an equal opportunity employer committed to employment equity.  
We encourage all qualified candidates to apply.*