

# EMPLOYMENT OPPORTUNITY



## CITY OF CALISTOGA, CA

### Police Dispatcher (part-time)

Salary: \$24.96- \$30.34/hour

Hours: 19 hours/week

Application Deadline: March 31, 2016

The City of Calistoga is looking for one highly motivated, enthusiastic, and customer service oriented individual to perform a variety of duties involved in the receipt and dispatching of calls for law enforcement, fire, ambulance and other emergency assistance. This position may require up to 19 hours a week. Must be willing to work weekends, holidays, day and evening shifts. Bilingual applicants are strongly urged to apply.

#### **ESSENTIAL AND MARGINAL FUNCTIONS** – *including, but not limited to, the following:*

- Receive emergency service calls from the public or other agencies requesting law enforcement, fire, ambulance or other emergency service; solicit information from callers to determine level, nature, location, and priority of emergency; dispatch emergency units as necessary; maintain compliance with established procedures for operating a computer aided dispatch system
- Enter, update and retrieve information from a variety of computer systems; maintain and update the computer aided communications system including the input of addresses, responsible parties, responses, and other pertinent information
- Maintain contact with all units on assignment; maintain status and location of law enforcement units; maintain daily log of all field calls and units dispatched
- Answer non-emergency calls for assistance; receive and or request for information regarding vehicular registration, driving records, and warrant information
- Process and maintain a variety of automated and manual logs, records and files related to communications activities and public safety activities; maintain confidential police records
- Assist with female prisoners including searches and urine samples; monitor prisoners and maintain current jail log
- Perform a variety of record keeping, filing, indexing, updating binders and bulletins and other general clerical work
- Perform basic janitorial duties in the Police Station

#### **LICENSES OR CERTIFICATIONS:**

Possession of a P.O.S.T. Dispatch Certificate and completion of Inmate Training is desirable  
Valid driver's license

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dispatch Supervisor

#### **BENEFITS:**

This position has no benefits.

**Qualified Candidates will possess the following:**

**Experience**

- One year of experience in receiving and processing public service calls in a law enforcement or fire agency. Bilingual skills highly desirable

**Training:**

- Equivalent to completion of the twelfth grade

**APPLICATIONS:**

Applications are available at the City of Calistoga, Personnel Department, 1232 Washington St., Calistoga, CA, (707) 942-2803, or they may be downloaded at [www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us). Applications must be filled out completely and received by the Personnel Department no later than **March 31, 2016 @ 4:30 p.m. No e-mail or faxed applications are accepted.** Incomplete applications will not be considered. Please submit a cover letter, resume and application. **Resumes in lieu of applications will not be accepted.**

**SELECTION:**

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. An eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

**NOTE TO APPLICANTS:**

You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

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The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Calistoga is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 942-2803 so your request may be reviewed prior to the occurrence of testing.