

HOW TO APPLY

- ▶ Complete a City of Sonora "Application for Employment" form (*a resume may be used only to provide additional info*).
- ▶ Complete a "Supplemental Application" form.
- ▶ Attach a current keyboarding certificate verifying a minimum of 35 WPM Net (**cannot be dated more than five years from the POST testing date and we do not accept on-line certification or self-administered testing results**) or in-lieu of a keyboarding certificate, we will accept a copy of transcripts from an accredited school showing proof of having taken and passed a keyboarding class within the past five years.

SELECTION PROCESS

- ▶ Written Examination - POST Dispatcher Test (Must achieve a T-Score of 48 or above)
- ▶ Practical Written Exercise: Weighted: Pass/Fail
- ▶ Oral Evaluation: Weighted: 100%
- ▶ Successful completion of a background investigation (go to www.post.ca.gov/forms.aspx, Background/Hiring, then go down to Form 2-255 to review the *Personal History Statement - Public Safety Dispatcher* we will use)
- ▶ Psychological Evaluation - at the City's expense
- ▶ Medical Examination - Including Drug Screen, at the City's expense

Completed application, supplemental form and keyboarding skills verification must be submitted to City of Sonora Administration, 94 N. Washington Street, Sonora, CA 95370

The City reserves the right to utilize alternative testing methods if deemed necessary and reserves the right to cease the hiring process at any time.

Information contained herein does not constitute an expressed or implied contract, as it is subject to change.

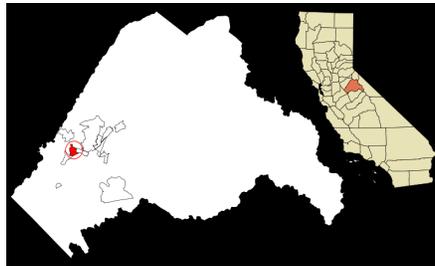
Pursuant to the Immigration Reform and Control Act of 1986, the appointed applicant will be required to verify s/he is a United States citizen or an alien that is authorized to work in the United States.

The City of Sonora will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced testing process. Applicants are asked to indicate their requests for accommodation with submittal of their application.

THE CITY OF SONORA IS AN EQUAL OPPORTUNITY EMPLOYER

THE COMMUNITY

The City of Sonora was settled in 1848, making it one of the original gold rush towns in California. Sonora is the County Seat of Tuolumne County, with a population of approximately 4,789 and is the commercial center for the surrounding area. Our vibrant historic downtown area hosts a variety of retailers, services, restaurants and entertainment, and serves as a hub for many community events. Sonora is a family oriented community, with many recreational opportunities close by, such as Yosemite National Park, as well as numerous lakes and ski resorts. Beautifully located on the western slopes of the Sierra Nevada Mountains, we are within a two hour drive of Sacramento, San Francisco, and Fresno.



For Information on the City of Sonora, Tuolumne County, and the Surrounding Area:

www.sonoraca.com www.sonorapd.com
www.tcchamber.com www.tuolcoe.k12.ca.us
www.uniondemocrat.com www.tcvb.com
www.mymotherlode.com

APPLICATIONS AVAILABLE AT:

City of Sonora Administration

94 N. Washington Street, Sonora 95370
(209) 588-8946 ~ 8:00 am - 4:00 pm (M-F)

Police Department

100 S. Green Street, Sonora 95370
(209) 532-8143 ~ 8:00 am - 5:00 pm (M-F)
or at www.sonoraca.com

Faxed or E-Mailed Completed Applications Will Not Be Accepted

CITY OF SONORA Police Department

www.sonoraca.com

**POLICE
DISPATCHER-
RECORDS
SPECIALIST
RELIEF STATUS
(TRAINEE & JOURNEY LEVEL)**



Trainee: \$16.60

Journey: \$17.46 - \$21.22

**Establishing Eligibility List For
Part-Time Relief Only**

Recruitment Closes: August 26, 2016

Sonora Police Department's Mission Statement

The mission of the Sonora Police Department is to provide the community and visitors with the highest quality of law enforcement services. We continually improve the public's perception of community safety through eradication of criminal activity and any conditions that have a detrimental impact on public safety. The Department will accomplish this task while using the Community Oriented Policing and Problem Solving (COPPS) model.

Providing this service to the public will be conducted in an efficient and effective manner, consistent with statutory authority, available budgeted resources and professional skills. The Department recognizes its members as its most valuable resource, and will strive to maintain the quality of public service through committed leadership, supervisory direction, career development, succession planning and training.

SPECIAL REQUIREMENTS

1. These positions require the use of a computer keyboard and a typewriter, as well as other related business machines. In order to qualify for testing:
 - ▶ All applicants must show written proof of the ability to type accurately at a net rate of not less than 35 words per minute. The keyboarding certificate cannot be dated more than five years from the POST testing date, and we do not accept on-line certification or self-administered testing results. The City will also accept, in-lieu of a keyboarding certificate, a copy of transcripts from an accredited school showing proof of having taken and passed a keyboarding class within the past five years.
 - ▶ All applicants must possess good verbal communications skills.
2. All applicants must possess a valid Drivers License as well as a good driving record.
3. All applicants must submit a completed "Supplemental Application Form" at the time of filing.
4. Within a time frame established by the Chief of Police, attend the California POST Basic Public Safety Dispatcher Academy (120.0 Hours) and obtain certification, at the City's expense.

THE POSITION

The principal function of a Dispatcher-Records Specialist is to receive and dispatch calls for emergency and non-emergency services and to perform the full range of clerical and customer service duties involved in the maintenance, processing, and distribution of Police records. The work is performed under the supervision and direction of an assigned supervisor. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a police department environment. The City of Sonora's Dispatch Center is equipped with a computerized dispatch system, with coverage being maintained on a 24-hour per day, 7-day per week basis. Dispatchers are expected to work holidays, week-ends, overtime and shift hold-overs.

For a complete copy of the job description for this classification, go to the City's website at www.sonoraca.com under HR/Employment or you can request that a copy be mailed to you by contacting HR at (209) 588-8946.

Trainee status is intended for training purposes only. For continued employment and promotion to Dispatcher-Records Specialist, a Trainee must attend the California POST Basic Public Safety Dispatcher Academy and obtain certification within a time frame established by the Police Chief. When scheduled, the City will pay for the employee to attend the 3-week POST course to obtain a Certificate of Training. Additionally, prior to being considered qualified for promotion, a Trainee must also demonstrate possession of the required knowledge, skills, abilities, and experience for the higher class.

Education/Experience

Trainee Level: A high school diploma or GED with a minimum of one year experience with multi-line telephone or two-way radio operations, and significant public contact is

desired. Trainees may be advanced to the journey level prior to completion of 1-year of service with exceptional work performance and the possession of a California P.O.S.T. Basic Public Safety Dispatcher Academy Certificate.

Journey Level (In Addition To The Above): Possession of a California P.O.S.T. Basic Public Safety Dispatcher Academy Certificate.

WAIVER OF PARTIAL TESTING PROCESS

A. To qualify for waiving the POST Written Dispatcher Test, an applicant must:

1. Show proof of having taken the POST Written Dispatch Test by providing a copy of the T-Score results on the testing agency's official letterhead, verifying a T-Score of 48 or above; and
2. The verifying letter cannot be dated more than 2-years from the POST testing date.

An employment application, supplemental application form, keyboarding skills verification, and a copy of T-Score results must be submitted to qualify.

B. To qualify for waiving the POST Written Dispatcher Test and from providing a Keyboarding Skills Verification, an applicant must:

1. Possess a California P.O.S.T. Basic Public Safety Dispatcher Academy Certificate (120.0 Hours); and
2. Been employed with a California Law Enforcement Agency with recent experience involving dispatch duties.

An employment application, supplemental application form, and a copy of the Dispatch Certificate must be submitted to qualify.

BENEFITS

Relief: Cost of Living Increases are tied to those negotiated by the Sonora Police Officers' Association. These positions are unrepresented/unbenefitted (except where required by law) and are at-will employment. Step Increases of 5% will be earned for every 2080 hours worked up to Step E of the assigned salary range (typically, entry level placement is at Step A).