

EMPLOYMENT OPPORTUNITY



CITY OF CALISTOGA, CA

Police Dispatcher (part-time)

Salary Range: \$27.55 - \$33.47/hour

First Review of Applications
April 12, 2019 at 4:30 p.m. or Open Until Filled

The City of Calistoga is looking for highly motivated, enthusiastic, and customer service oriented individuals 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. Bilingual applicants are strongly urged to apply.

HOURS:

Weekends, holidays, day and evening shifts.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Dispatch Supervisor.

BENEFITS:

There are no benefits associated with this part-time position.

Qualified Candidates will possess the following:

Education:

- Equivalent to the completion of the 12th grade.

Experience:

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

Licenses or Certificates:

- Possession of, a valid California Driver's License.
- Possession of, a P.O.S.T. Dispatch Certificate is desirable.
- Completion of Inmate Training is desirable.

ESSENTIAL AND MARGINAL FUNCTIONS:

- 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.
- Speak, read and write in Spanish is desirable.

HOW TO APPLY: *Our online application portal and fillable forms work best when the City of Calistoga website is accessed via Google.*

OPTION 1. To Apply Online: <http://www.ci.calistoga.ca.us/Home/Components/JobPosts/Job/104/735>

OPTION 2. Complete Application: <http://www.ci.calistoga.ca.us/home/showdocument?id=29344>

Mail cover letter, resume and completed application to:

Personnel Department
City of Calistoga
1232 Washington Street
Calistoga, CA 94515

Please contact Human Resources with any questions at 707-942-2803 or hr@ci.calistoga.ca.us

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.

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.