



EMPLOYMENT OPPORTUNITY

PUBLIC SAFETY DISPATCHER/RECORDS CLERK

Entry Level & Lateral

Salary Range: **\$14.57- \$19.52/Hour**
Closing Date: Open Until Filled

DEFINITION

Under general supervision, to perform varied police clerical, radio and telephone communications, and warrant activities; to receive and dispatch emergency and non-emergency public safety information; and to do related work as required.

EXAMPLES OF DUTIES

Maintains records and documents located in the central records unit of the Police Department, including all incoming and outgoing transmissions either through automated or manual information systems; types, checks, indexes, and files reports; types, classifies, and searches arrest records; performs clerical work necessary in maintaining case files, property and location indexes; inputs data into computer system; assists in the preparation of reports; receives, records, and disposes of incoming telephone and radio calls; if an emergency call, secures proper information in order to dispatch necessary personnel and equipment in accordance with predetermined plans and policies; processes warrants of arrest; assists persons at the reception desk.

DESIRABLE QUALIFICATIONS

Entry Level Training and Experience - Any combination equivalent to graduation from high school and two years of general clerical experience, preferably including experience in communications.

Lateral Training and Experience - Successful completion of Public Safety Dispatcher's Basic Course or having successfully passed the POST Basic Dispatcher Training Equivalency Examination and successful completion of probation as a dispatcher and current employment with another agency.

Knowledge and Abilities - Knowledge of office practices and procedures, office equipment, including computers, and modern filing systems; ability to receive, transmit, and record information accurately and under stress; ability to type and operate standard office machines and radio and telephone communication equipment; ability to react quickly, efficiently, and calmly in an emergency situation and to adopt an effective course of action; ability to speak clearly and concisely; ability to exercise patience and tact; ability to understand and follow oral and written directions; ability to read maps and give clear directions; ability to give attention to simultaneous activities; ability to learn and use public safety classification codes and California Vehicle and Penal Codes; ability to handle confidential matters with discretion; ability to type a minimum of 45 words per minute; establish and maintain effective relationships with others.

SPECIAL REQUIREMENT

This position requires 12 hour shift work, which would include holidays and weekends. Day and Night shifts are rotated every three months. All candidates must be able to pass a detailed background investigation prior to being accepted for employment.

HOW TO APPLY

A City application form is required with a current typing certificate (less than 1 year) attached. **Lateral:** a copy of POST Certificate must also accompany application. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, and an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	PERS - Provides 2.7% @ age 55 supplemental to Social Security; credited sick leave. City pays full benefit.
Insurance:	Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium. Section 125 (Cafeteria) Plan available.
Additional Compensation:	Shift differential pay, missed break pay, premium holiday pay, shift relief premium, and uniform allowance.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.