

**CITY OF RED BLUFF INVITES APPLICATIONS FOR**

**POLICE COMMUNICATIONS DISPATCHER**

**ANNUAL SALARY RANGE: \$37,117 – \$ 47,371**

**APPLICATION REQUIREMENTS:**

Submit the following documentation to:

**City of Red Bluff, Attn: Vi Cobb, Human Resources  
555 Washington Street  
Red Bluff, Ca 96080  
(530) 527-2605 ext. 3051**

- 1). City of Red Bluff Employment Application  
(Applications may be obtained in person or by mail at the above address)
- 2). Copy of high school diploma or G.E.D. certified scores and/or college transcripts
- 3). Current typing certificate of a minimum of 40 net words per minute (obtained within the past 6 months)  
*Test certificate must be signed and proctored by a certified agency.*
- 4). Copy of current driver's License
- 5). Signed acknowledgement in attached job description

***SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.***

**Definition of Position**

Under the direction of the Support/Special Services Commander and under the functional supervision of the Shift Supervisor, the dispatcher answers emergency and routine calls from the public for Police, Fire, and Medical assistance and dispatches necessary personnel and equipment. Performs other duties as required.

**Selection Procedure:**

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

**Current Benefits:**

Benefits include vacation and sick leave of approximately 25 days per year; 12 paid holidays; partially paid health, dental, and vision insurance; 2% @ 62 PERS retirement; workers' compensation; and uniform allowance.

Wages, hours, and other terms and conditions of employment are determined through a "Meet and Confer" process and are subject to the Memorandum of Understanding currently in effect. Police Communications Dispatchers are part of the Police Bargaining Unit. The probation period for a Police Communications Dispatcher is one year.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

EOE. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

**FINAL FILING DATE – MAY 9, 2017 AT 5:00 PM  
POSTMARKS WILL NOT BE ACCEPTED**



Return completed application to:

City of Red Bluff  
Human Resources Department  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605  
vcobb@cityofredbluff.org

## EMPLOYMENT APPLICATION FOR LAW ENFORCEMENT

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: \_\_\_\_\_ Expected Rate of Pay: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MI

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone No.: ( ) \_\_\_\_\_ Message Phone No. ( ) \_\_\_\_\_  
AREA CODE NUMBER AREA CODE NUMBER

Driver License No.: \_\_\_\_\_ Class: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	Yes	No
If you are hired, can you submit proof of right to work in the United States?	_____	_____
Are you at least 18 years of age?	_____	_____
Have you been discharged or forced to resign a position? (If yes, please <u>explain circumstances below.</u> )	_____	_____

Were you previously employed by the City of Red Bluff? (List under what name and year below.) \_\_\_\_\_

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) \_\_\_\_\_

As an Adult have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_  
(If yes, please list charge(s), date and explain circumstances below.)

(Note: Conviction is not necessarily a bar to employment. Each case is given individual consideration.)

**All new employees are fingerprinted to determine criminal background.**

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

If you are attaching a resume, please read: In order for your application to be considered, the following section **MUST** be completed. A resume **MAY** be attached, but **WILL NOT** be acceptable in lieu of this section. List below all present and past employment FOR THE LAST 10 YEARS beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

**Incomplete information MAY result in disqualification.**

<b>DATES</b> Month-Year From TO May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PRESENT OR LAST POSITION</b>	Company	Position held	Starting salary		
		Mailing Address	Your supervisor's name and title	Final salary		
		City State Zip Code	Reason for Leaving	Phone No.		
		Your Duties		Hours per week		
<b>DATES</b> Month-Year From TO May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>NEXT PREVIOUS POSITION</b>	Company	Position held	Starting salary		
		Mailing Address	Your supervisors name and title	Final salary		
		City State Zip Code	Reason for Leaving	Phone No.		
		Your Duties		Hours per week		
<b>DATES</b> Month-Year From To May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>NEXT PREVIOUS POSITION</b>	Company	Position held	Starting salary		
		Mailing Address	Your supervisor's name and title	Final salary		
		City State Zip Code	Reason for Leaving	Phone No.		
		Your Duties		Hours per week		
<b>DATES</b> Month-Year From TO May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>NEXT PREVIOUS POSITION</b>	Company	Position held	Starting salary		
		Mailing Address	Your supervisor's name and title	Final salary		
		city State Zip Code	Reason for Leaving	Phone No.		
		Your Duties		Hours per week		
School	Name and Address of School	Course of Study	Credits Earned		Diploma or Degree	Grade Point Average
			Quarter Units	Semester Units		
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant \_\_\_\_\_  
 (Use Ink, required for application to be complete)

Date \_\_\_\_\_

Position applied for: \_\_\_\_\_

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).  
 To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)

**COMPLETION OF THIS FORM IS VOLUNTARY**

**APPLICANT:** The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will be not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Please check one box only for the ethnicity category you most closely identify with:

- Hispanic or Latino
- Not Hispanic or Latino

Please check one box only for the gender category you most closely identify with:

- Male
- Female

Please check one box only for the race category you most closely identify with:

- American Indian or Alaskan Native
- Asian
- Black
- Native Hawaiian or Other Pacific Islander
- White

Position applied for: \_\_\_\_\_

I first learned of this job opening through (check one only):

- A friend or relative
- The City's Personnel Division-Job Line or Walk in
- Contact with a City Department Employee
- If Department, specify which \_\_\_\_\_
- Interest Card notification
- An advertisement (specify which newspaper, publication, TV, or radio station) \_\_\_\_\_
- Other means (specify) \_\_\_\_\_

Do you have any physical condition or handicap which may limit your ability to perform the job applied for? [ ] YES [ ] NO

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If yes, what can be done to accommodate your limitations and, if necessary, to provide assistance in the testing process?  
If you have special needs, please list and call (530) 527-2605 ext. 3051.

**"This institution is an equal opportunity provider"**  
*This is an Equal Opportunity Program. Discrimination is prohibited by Federal law.  
Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.*

**CLASS SPECIFICATION**  
**Police Communications Dispatcher**

**GENERAL PURPOSE**

Answers emergency and routine calls from the public for Police, Fire, and Medical assistance and dispatches necessary personnel and equipment.

**SUPERVISION RECEIVED**

This position works under the direction of the Support/Special Services Commander and under the functional supervision of the Shift Supervisor.

**SUPERVISION EXERCISED**

None Exercised

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Receives information generated by telephone, radio calls, fire, police alarms and walk-in contacts concerning: crimes, fires, medical emergencies, public works calls, and other service requests.

Promptly and courteously obtains pertinent information regarding calls for service, determines the priority and promptly dispatches appropriate police, fire and other units.

Maintains effective and efficient communications between departments, officers in the field and other public safety agencies when necessary during the course of all transmissions.

Maintains radio contact with emergency field units on routine assignments and during emergency situations. Monitors officers progress reports from the field and otherwise ensures the effectiveness and safety of the officers.

Maintains complete and accurate records of all calls for service and all radio transmissions.

Enters all calls for service including type of incident, location, persons involved and circumstances via the Computer Aided Dispatch system.

Maintains up-to-date operating manuals, procedure manuals, and training guides.

Processes warrants including records checks.

Performs data entry work as assigned.

May be required to testify in a court of law.

Greets citizens at the counter when the business office is closed.

Perform other duties as assigned.

## PERIPHERAL DUTIES

Performs other related duties consistent with the role and function of the classification.

## MINIMUM QUALIFICATIONS

Possess a P.O.S.T dispatcher certificate or pass the written P.O.S.T. entry level dispatch test and pass the three week P.O.S.T dispatcher course and obtain the P.O.S.T. dispatcher certificate within one year of hire date.

Education: High School graduate or G.E.D. Some college units highly desirable.

Must be 18 years of age or older.

Must possess a Valid California Drivers License

Must be able to type at 40 words per minute corrected.

Ability to: Speak the English language clearly, distinctly and concisely.

Work independently and think quickly under pressure and exercise good judgment in emergency situations.

Remain calm and respond quickly and accurately during emergencies.

Operate Computer Aided Dispatch and Teletype computer keyboards and radio/telephone computer keyboards and keypads.

Write/print legibly, spell accurately.

Work a variety of shifts including midnights, days, swing, and overlap on a rotating basis, that cover a 24 hour period.

Work weekends and holidays, as assigned.

Hear and understand messages and directions.

Maintain accurate records, which includes data entry.

Maintain an effective working relationship with other employees and the public.

## DESIRED MINIMUM QUALIFICATIONS

One-year experience as a public safety dispatcher is desirable or two years in a field where contact with the public was a major portion of the applicants duties. Candidates with knowledge of California Penal Code and California Vehicle Code will be given preference.

## SPECIAL REQUIREMENTS

A current typing certificate obtained within six months of application of 40 net w.p.m. must be submitted with application. Testing and certification is available at the Employment Development Department on an appointment basis and private secretarial service firms.

## TOOLS AND EQUIPMENT USED

Teletype computer, computer aided dispatch, radio and telephone computer, recording equipment, copier, and fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lift miscellaneous objects such as printer paper weighing as much as twenty five pounds. Must also be able to load various office machines with paper and replace toner cartridges.

Must be able to move and use ladders to reach files on ceiling high shelves.

Must be able to bend or stoop to reach files in low drawers.

Must be able to hit reset buttons on computers and backup equipment kept on shelves above six feet in height.

Must be able to twist to answer phones/reach miscellaneous objects on desk and to perform manual sorting.

Must be able to hear and understand someone speaking on the phone.

Must be able to determine which piece of office equipment is ringing or sounding an alarm.

Must be able to work in an air-conditioned building.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Busy office/dispatch environment with many computers and television screens. Above normal noise environment.

**SELECTION GUIDELINES**

A formal application, rating of education and experience, oral interviews and references check; a job related tests will be required. The successful candidate must be able to pass a pre-employment medical physical exam and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I understand the contents of this job description and agree to them as written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name