



Internal and External Announcement
CITY OF CALIFORNIA CITY
POLICE DISPATCHER

Total number of open positions: 2

July 14, 2020

Position: Police Dispatcher
Status: Full Time – Hourly
Department: Police
Salary Range: \$20.31 to \$25.92 (RANGE 23P)

The California City Police Department is accepting applications for full time Police Dispatchers.

Objective:

To receive and transmit routine and emergency telephone and radio voice messages, dispatch assignments according to established police and fire procedures, operate various telecommunications center equipment and provide clerical and record keeping services to the Police Department.

Duties:

The duties include but are not limited to:

Receive and evaluate 9-1-1 police, fire and business calls with the ability to transfer to the appropriate party.

Dispatch police and fire units to emergency and non-emergency locations.

Handle inquiries and complaints from the public regarding services.

Operate multi-channel radio systems, log and fill out call form, monitor other radio channels while maintaining radio traffic on main channels.

Check files for criminal records of subjects for authorized personnel.

Prepare a daily report of crime information collected.

Position Requirements:

Type at a corrected rate of 35 words per minute.

High school graduate or GED.

Possession of a POST Basic Dispatcher Certificate and Department of Justice CLETS/CJIS Operator Certificate within two years of hire as a Police Dispatcher.

Must be able to pass a background investigation, physical examination and drug test.

Ability to work various shifts including weekends, nights and holidays.

Memorize codes, names, locations and other detailed information.

Ability to speak clearly and correctly. Ability to stand, sit, walk, kneel, crouch and stoop.

Environmental Conditions:

Enclosed area that is accessed via code.

Moderate noise level.

1 of 2

DEADLINE FOR APPLICATION:

All applications must be received in the H.R. Office. Open until filled.

Submit applications/resume to: hr@californiacity-ca.gov or jhightower@californiacitypd.org

Applications may be obtained at City Hall or the City's website: www.californiacity-ca.gov/CC/

All duties must be performed with or without reasonable accommodations.

EEO/ADA/VETERAN/DRUG FREE WORKPLACE

