

APPLICATION DEADLINE: Open Until Filled
1st Cut-off Date: Friday, July 15, 2011 (Postmarks Not Accepted)

SALARY: Level I: \$3,403-\$4,154 per month*
Level II: \$3,759-\$4,589 per month*
Plus Truckee Differential

* Employees with Satisfactory performance, who start at the first step of this classification, receive wage increases after the first six months of service. Future increases occur at one-year intervals up to the maximum salary.

BENEFITS: Employees in this organizational unit accrue time off effective the date of hire. After one year of service, regular employees assigned to the normal forty (40) hours work week shall accrue vacation leave at the rate of 6.6667 hours for each full calendar month of service. Sick leave with pay for regular employees assigned to the normal forty (40) hour work week shall accrue at the rate of eight (8) hours of sick leave for each full calendar month of service and at the end of one year will have been compensated for thirteen (13) holidays. Retirement is provided by an integrated plan of California Public Employees' Retirement System (CalPERS 2.7% @ 55) and Social Security. The County pays 100% of employee costs for dental, optical, and medical coverage in the County-sponsored PPO plan and pays 74% of the costs for dependent coverage in the same plans. In addition, the County provides employee and dependent life insurance and an Employee Assistance Program.

DEFINITION: Under general supervision, receives and assesses 911 system emergency and non-emergency calls and dispatches fire, medical and law enforcement personnel; maintains radio and telephone communication between the Nevada County Sheriff's Department and law enforcement, fire protection, and emergency service personnel within the County; and performs related work as required.

CLASS CHARACTERISTICS: Sheriff's Dispatcher I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Sheriff's Dispatcher II and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Sheriff's Dispatcher II. Sheriff's Dispatcher II: This is the journey-level classification in the series. Incumbents are expected to possess a complete understanding of the functions, responsibilities and procedures of the dispatch division and perform the full range of duties with a minimum of supervision. Incumbents may assist in training less experienced dispatchers.

EXAMPLES OF DUTIES (Illustrative Only)

Essential:

- Receives and assesses emergency (911) calls and routine public phone calls, obtains necessary information, determines what resources to use, and dispatches units
- Tracks units and maintains cognizant knowledge of all field units as to their status and location throughout the assigned shift
- Uses the CLETS (California Law Enforcement Telecommunications System)
- Takes calls from units and dispatches deputies to calls for service, as well as any additional units required; dispatches special assignment teams as necessary to handle special or critical incidents
- Monitors internal alarms for 911 system, electronic equipment room, electrical power and generator back up system
- Monitors other agency radio traffic for possible assistance requirements; directs calls that require assistance outside of jurisdiction to other agencies
- Provides back up 911 PSAP service for Sierra County Sheriff and Grass Valley Police Department
- Researches involved parties for officer safety information on calls dispatched; researches locations/addresses for prior events and possible officer safety history at the location
- Runs want (missing persons, runaway, etc.) and warrant checks on persons, registration/stolen checks on vehicles, and checks on stolen property as requested from the field
- Monitors building's close circuit cameras and door locking devices

Important

- Responds to requests for information from the public
- Maintains various documentation and logs such as nature of calls and responses provided, statistics and history
- Maintains office equipment, printers, phones, and computers; monitors and orders office supplies; cleans office, floors, kitchen area, equipment and consoles

QUALIFICATIONS:

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

Knowledge of:

- Methods, equipment and procedures of a modern office

- Correct English usage, spelling, grammar and punctuation
- Practices, procedures, terminology and codes pertaining to the dispatch of police, fire, and emergency services
- Functions, procedures, and policies of the Nevada County Sheriff's Department
- Nevada County and adjacent service area roads, streets and landmarks
- Operations of radio dispatching and law enforcement teletype equipment
- Laws and regulations governing the release of information from law enforcement agency records

Skill in:

- Attending to multiple activities and sources of input simultaneously
- Memorizing codes, names, locations and other detailed information
- Communicating tactfully and courteously with deputies, the public, and other government agencies
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Thinking quickly, calmly and clearly in emergency situations
- Compiling, maintaining, processing and preparing a wide variety of records and reports
- Maintaining confidentiality of sensitive and legally protected information
- Operating radio transmitting, teletype and 911 console equipment
- Receiving and responding to incoming telephone and radio calls
- Assessing, prioritizing and determining appropriate response levels for law enforcement and related emergency situations

MINIMUM REQUIREMENTS:

Education and Experience: Level I: Completion of 12th grade and one year of experience in a setting which involves extensive public contact, heavy phone usage, or customer service.

Level II (in addition to the above): One year of experience performing public safety dispatch work at a level equivalent to the Sheriff's Dispatcher I classification in Nevada County.

Licenses and Certificates: Possession of a valid California or Nevada driver's license within 30 days of hire. Must complete POST (Peace Officer Standards Training) Dispatch Academy training within 12 months of date of hire and complete CLETS/NCIC certification within the designated training period. **Proof of typing at a net rate of 35 wpm.**

REQUIRED DOCUMENTS LISTED UNDER THE MINIMUM REQUIREMENTS MUST BE SUBMITTED AT TIME OF APPLICATION.

COPIES OF DEGREES, TRANSCRIPTS, CERTIFICATES OR LICENSES LISTED ON EMPLOYMENT APPLICATIONS MUST BE ATTACHED TO THE APPLICATION.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Sustained posture and attentiveness for console operation with limited breaks; vision sufficient to read video monitors, annunciator lights, computer screens, and printed materials; manual dexterity to operate control console, computer keyboards, telephone, radio and standard office equipment; speech and hearing to communicate clearly by radio, telephone and in person.

Must work rotating shifts, holidays, weekends, and overtime.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

OTHER REQUIREMENTS: Must submit to and pass a psychological evaluation, medical examination and a background investigation.

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

SELECTION PROCESS: All applications will be reviewed by a preliminary screening committee. Applicants who pass the screening may be invited to appear before an oral examination board, which will evaluate education, experience and personal qualifications of job applicants. Appointment will be based upon the results of a personal interview by the hiring department.

NONDISCRIMINATION POLICY: Nevada County policy prohibits discrimination in employment or in the provision of services because of race, color, ancestry, religious creed, national origin, sex, physical handicap (including AIDS), medical condition (cancer related), age (over 40), marital or domestic partner status or sexual orientation. Women and minorities are encouraged to apply for employment. We will give fair consideration to all applicants, including persons with disabilities capable of performing the essential functions of the job with reasonable accommodation. The Human Resources Director coordinates the administration of this policy. Please contact the Human Resources Department at least five working days before a scheduled examination/interview to request accommodation in the examination/interview process.

FOR APPLICATION INFORMATION, PLEASE CONTACT Nevada County Human Resources Department, Eric Rood Administrative Center, 950 Maidu Avenue, Nevada City, CA 95959-8617, JOB LINE (530) 265-1225 (Option 1) FAX: (530) 265-9841 or visit www.mynevadacounty.com.

COPIES OF DEGREES, TRANSCRIPTS, CERTIFICATES OR LICENSES LISTED ON EMPLOYMENT APPLICATIONS MUST BE ATTACHED TO THE APPLICATION. The Human Resources Department will not return any documents submitted in the application process, including copies of job applications for future reference. Resumes attached to a completed application are welcome, but they will not be considered in lieu of a completed application. In accordance with the Immigration Reform and Control Act of 1986, any person hired by the County of Nevada must produce certain documents establishing his/her identity and right to work. In addition, the law requires any person who is hired to attest, under penalty of perjury, to his/her employment eligibility on a form prepared by the U.S. Department of Justice.

This opening is located at the Joseph Center, Truckee substation.



County of Nevada - Job Opportunity -

Sheriff's Dispatcher I/II *Truckee*

Applicants must meet minimum qualifications at time of application

Retirement benefits of 2.7% @ 55

Final Filing Date

Open Until Filled

1st Cut-off Date: Friday, July 15, 2011
Test Date: Wednesday, August 3, 2011

