



CITY OF OCEANSIDE EMPLOYMENT OPPORTUNITY



DISPATCHER LATERAL

A bilingual premium (Samoan or Spanish) of \$100 per month will be paid to candidates who successfully pass the bilingual examination.

Exam No. 08-89

Salary Range: \$3,732 - \$4,761 month

**THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.
QUALIFIED MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.**

THE POSITION: The City of Oceanside is accepting applications for Dispatcher Lateral vacancies. Dispatchers receive and evaluate requests for police and fire emergency services; dispatch appropriate police and fire personnel and equipment using radio, telephone and/or alarm signal communications equipment; determine the priority, and dispatch personnel and equipment for emergency service; answer routine inquiries; operate computer terminals; type accurately; adjust quickly to changing situations and priorities; maintain records of communications activities; update files and maps; test communications equipment; and perform other related work as required. In addition to the above, a Dispatcher Lateral may train other department personnel in the operation of communication equipment.

EMPLOYMENT STANDARDS:

Experience: One (1) year experience as a California law enforcement radio dispatcher.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of a P.O.S.T. Basic Dispatch Certificate at time of application. Applicants must possess a five (5) minute typing certificate issued within the last six (6) months with thirty-five (35) Net Words Per Minute, with no more than five (5) errors.

Note: A current typing certificate must be attached to the application. You can obtain a typing certificate from any employment agency, adult school, community college, or ROP program.

Employees are responsible for securing/obtaining/providing their own transportation to and from trainings.

SPECIAL REQUIREMENTS: Candidates must be currently employed in the State of California as a Public Safety Dispatcher; must be able to work varied hours, including nights, weekends and holidays. Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time and the wearing of headsets while on duty.

SELECTION PROCESS: All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include an examination and oral interview to assess job-related experience and skills. Candidates who successfully complete the examination process will be placed on the eligibility list according to their scores and will remain eligible for employment consideration for a minimum of six months.

Note: Prospective employees will undergo a background investigation, which includes a psychological evaluation, CVSA or polygraph examination, drug screen, and may include a medical examination.

APPLICATION PROCEDURE: This is a continuous recruitment. A completed City of Oceanside application, typing certificate and supplemental questionnaire form must be submitted to the Human Resources Department. Applications and further information may be obtained from the Human Resources Department at 300 North Coast Highway, Oceanside, CA 92054, (760) 435-3500, or on our web-site www.ci.oceanside.ca.us

RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS.

Candidates who require a reasonable accommodation in the selection process should state their needs in writing when submitting an application package.

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