

COMPENSATION AND BENEFITS

\$4,794 to \$5,826 per month

**Choice of One of Three
Comprehensive Health Plans**

Dental Plan

Life Insurance Coverage of \$35,000

Long Term Disability Plan

7.5% Holiday in-lieu pay

Paid Sick Leave

**Annual Vacation Beginning with 10
Days**

Retirement Plan – PERS

THE SELECTION PROCESS

The selection process will consist of an oral interview, and a pass/fail radio dispatching practical exam. Successful candidates will be placed on an eligibility list. Candidates under consideration for conditional appointment must pass a background investigation. The selected applicant must pass a psychological evaluation, polygraph examination, and medical examination prior to regular appointment.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please submit a City application, resume, and certification of typing speed to the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566**. Typing certifications more than one year old will not be accepted. Certifications must be obtained by a temporary employment agency. A list of recommended agencies is available upon request from our Human Resources Department. Incomplete applications will not be accepted.

Applications may be requested in person at the address listed above, through our career hotline at (925) 931-5056, or on our web site at www.ci.pleasanton.ca.us. Applications for this position will be accepted on a continuous basis.

All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.

Announces
**EMPLOYMENT
OPPORTUNITY FOR**

Police Dispatcher Lateral

(Experience Required)

\$4,794 to \$5,826 per month

www.ci.pleasanton.ca.us

THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

THE DEPARTMENT

The Pleasanton Police Department is a full service municipal agency presently staffed by 88 sworn and 35 non-sworn employees. Reserve officers and volunteers supplement the department's staff. The Department is made up of two divisions: Operations and Investigation/Services. The Operations Division is responsible for field operations, such as, responding to calls, proactive patrol and traffic enforcement. The Investigation/Services Division is responsible for the follow-up investigations of crimes against persons or property, juvenile crimes, the conduct of the D.A.R.E. and School Resource Officer programs, records and communications, crime prevention programs, maintains the departmental budget, payroll, purchasing, training and recruiting. The aim of the Pleasanton Police Department is to meet our community's needs and ensure a high quality of life for residents of Pleasanton.

THE POSITION

This position performs a variety of duties in connection with the dispatch of Police Department units, Public Works units as necessary, and the maintenance of police records. The Police Dispatcher position must make independent judgments in emergency situations, deal with the public in sensitive situations, and perform skilled typing and related clerical work, often of a confidential nature.

Typical duties include:

- ❖ Answering emergency and non-emergency telephones and conducting interviews with callers to determine the nature of the call, priority and appropriate response and/or action.
- ❖ Dispatching Police Department units and, as necessary, Public Works units.
- ❖ Taking police reports and processing requests for routine information received both in person and by telephone or radio.
- ❖ Performing a variety of clerical duties including: typing police reports, confirming warrants, taking reports from citizens, fingerprinting, and process applicable reports and records.

THE IDEAL CANDIDATE

The ideal candidate for Police Dispatch will be a seasoned professional in emergency dispatch and will possess:

- ❖ At least two years public safety dispatching experience.
- ❖ A high school diploma or G.E.D. equivalent.
- ❖ A valid California driver's license.
- ❖ The ability to complete the Basic POST Dispatcher training within one year of appointment.
- ❖ The ability to accurately type statistical data at a rate of 35 wpm (net of errors).
- ❖ The knowledge and skill to perform duties described above.
- ❖ The skill to respond correctly, calmly and quickly under emergency conditions.
- ❖ The ability to communicate clearly and precisely.
- ❖ The ability to work rotating shifts that include weekends and holidays.