



CITY OF ROCKLIN

EMPLOYMENT OPPORTUNITY



PUBLIC SAFETY DISPATCHER I

Public Safety Dispatcher I - \$3,491 - \$4,456/Month

APPLICATION DEADLINE: May 14, 2008

ABOUT THE POSITION

The City of Rocklin is seeking individuals with strong attention to detail, ability to multi-task, and excellent customer service skills to fill the position of Public Safety Dispatcher I in the City's Police Department. The Public Safety Dispatcher I position provides 24 hour dispatch coverage, and incumbents are assigned to a day, relief, swing, or graveyard shift.

The primary role of the Public Safety Dispatcher I will be to perform a variety of routine and specialized clerical duties related to police and fire dispatch activities including receiving and dispatching calls, record keeping, typing, filing, and monitoring teletype communications. The Public Safety Dispatcher I is the entry level or training class and performs the more routine tasks and duties.

QUALIFICATIONS

A typical way to obtain the knowledge and abilities required to perform the tasks of the position would be: equivalent to the completion of the 12th grade; two years of clerical experience with significant customer service and telephone responsibilities (dispatch experience is desirable); possession of a valid California driver's license; and ability to type 40 net words per minute (**typing certificate required at time of application**).

Additionally, candidates should also possess the following knowledge and abilities:

- ◆ Ability to learn to operate modern public safety receiving and transmitting communications equipment, office equipment, and other related technologies
- ◆ Ability to learn standard two-way public safety radio broadcast procedures and rules
- ◆ Knowledge of English usage, spelling, punctuation, and grammar
- ◆ Ability to learn geographic features and streets within the area of service
- ◆ Ability to learn to process, maintain, and disseminate all types of police records
- ◆ Ability to communicate clearly and concisely, both orally and in writing
- ◆ Ability to establish and maintain effective working relationships with those contacted in the course of work

Candidates must have the ability to type 40 net words per minute

NOTE: All applicants are required to submit a qualifying typing certificate (40 net wpm within the last three years) at time of application. Certificates will only be accepted from recognized business or adult schools, employment agencies, or career training programs.

COMPENSATION AND BENEFITS

The monthly salary range for the Public Safety Dispatcher I is **\$3,491 - \$4,456**. The City offers a *comprehensive* benefit package which includes health, dental, vision, life and AD&D insurance; City-paid PERS; deferred compensation program with a \$100 match; education incentive; and a generous paid time off and sick leave program based on years of service.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Ability to sit at a desk or console for long periods of time; intermittently twist, bend and reach office equipment; walk to obtain printed materials from printer; bend and reach to insert and retrieve information from files; manual dexterity to use standard office equipment and supplies including a keyboard; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; lift up to ten (10) pounds; on a continuous basis, work indoors in an office environment; may work unusual and prolonged work schedules as necessary.

APPLICATION AND SCREENING PROCESS

All applicants must complete a City of Rocklin employment application. The applicant has the responsibility to explain his/her qualifications fully and clearly. ***Remember - Applicants must attach a qualifying typing certificate to the City Application.*** Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the City's selection process. Offers of employment are conditional subject to successful completion of a thorough background investigation and a pre-employment medical and psychological exam. Applications must be submitted to the address below. All applicants will be notified by mail following application review. The average timeframe for application review is two to three weeks following the application deadline.

CITY OF ROCKLIN HUMAN RESOURCES

3970 Rocklin Road

Rocklin, CA 95677

Telephone: (916) 625-5050 Fax: (916) 625-5099

Jobline: (916) 625-5060

www.rocklin.ca.us ***Visit for More Information***

The City of Rocklin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division upon submittal of the application.