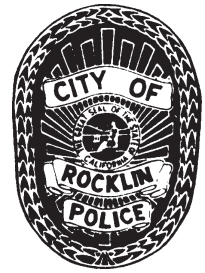


CITY OF ROCKLIN

EMPLOYMENT OPPORTUNITY



PUBLIC SAFETY DISPATCHER I-II LATERAL

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

Public Safety Dispatcher II - Lateral - \$3,763 - \$4,804/Month

CONTINUOUS RECRUITMENT

ABOUT THE POSITION

The City of Rocklin is looking for experienced public safety dispatchers to fill current vacancies in the City's Police Department. The Public Safety Dispatcher 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 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.

QUALIFICATIONS

To qualify as a lateral dispatcher, individuals must have equivalent to the completion of the 12th grade, and possess a valid California driver's license. Candidates must also possess the following additional qualifications:

Public Safety Dispatcher I - Lateral:

- ◆ One (1) year of public safety dispatch experience
- ◆ Possession of a POST Public Safety Dispatcher Certificate or equivalent

Public Safety Dispatcher II - Lateral:

- ◆ Two (2) years of public safety dispatch experience. Additional specialized training in dispatching, records management, or a related field is desirable
- ◆ Possession of a POST Public Safety Dispatcher Certificate or equivalent
- ◆ Possession of an Emergency Medical Dispatch Certificate

NOTE: Please attach a copy of qualifying certificates to the City application.

Additionally, candidates should possess the ability to:

- ◆ Receive emergency calls from the public requesting police, fire or other emergency services including 9-1-1 calls; determine priority, and dispatch appropriate units
- ◆ Coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies
- ◆ Maintain contact with all units on assignment; maintain status and location of field units
- ◆ Receive incoming telephone and voice radio calls for non-emergency assistance
- ◆ Enter, update, and retrieve information from teletype networks regarding various information
- ◆ Perform a variety of specialized and general clerical work
- ◆ Represent the City of Rocklin in a courteous and professional manner

COMPENSATION AND BENEFITS

The monthly salary range for the Public Safety Dispatcher I - Lateral is **\$3,491 - \$4,456**; Public Safety Dispatcher II - Lateral is **\$3,763 - \$4,804**. 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. 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. **Remember - attach a copy of qualifying certificates to application.** No written exam for qualified lateral applicants. The department will make the final determination at what level the position will be staffed. Offers of employment are conditional subject to successful completion of a thorough background investigation and pre-employment medical and psychological exam and substance abuse screening. Applications must be submitted to the address below.

The City of Rocklin – Human Resources Division
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.