



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Police Dispatcher Clerk

\$4,083 - \$4,963 monthly

*** *Continuous Recruitment* ***

The Opportunity & Ideal Candidate:

Emergency call-taking and dispatching is fast-paced and can be high-stress, so the ideal candidate will thrive under pressure, be a brilliant multi-tasker, and possess strong typing and data entry skills. Candidates must treat callers courteously and tactfully; make important decisions quickly and accurately; work in partnership with all citizens to establish and maintain community peace; and enhance the quality of community life.

The Police Dispatcher Clerk works 12-hour shifts for a total of 80 hours every two weeks; maintains contact with all units on assignment; maintains status and location of field units; maintains daily log of all field calls and units dispatched; receives incoming telephone, teletype, and radio calls; operates standard office equipment; acts as police matron (female dispatchers only) in booking, searching, and transporting female prisoners as required; and performs other duties as required.

Minimum Qualifications:

Type accurately at a minimum of 40 WPM; ability to react calmly and effectively to emergency situations; effectively communicate and elicit information from callers; ability to learn to operate 9-1-1, radio transmitting, and Computer Aided Dispatch (CAD) systems; ability to prepare and maintain a variety of files, records, and reports; ability and willingness to work rotating shifts including week-ends and holidays. High school graduate or equivalent and two years of general office work. ***Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.***

Compensation & Benefits:

Range: \$4,083-\$4,963 per month. Benefits include a generous cafeteria-style allowance for medical, dental, and vision; participation in the CalPERS Retirement System (2% @ 60 for “classic” PERS members and 2% @ 62 for new PERS members; current full-time San Gabriel employees will remain in their existing tier); city-paid life insurance, long-term disability, and Employee Assistance Program; sick leave, vacation, and holiday time; education tuition reimbursement; and payment of retiree (and family) health insurance per established vesting schedule.

Examination:

Candidates who meet the minimum requirements will be invited to take the written examination. The written examination will be the P.O.S.T. Entry-Level Dispatcher Selection Test Battery, which measures verbal ability, reasoning ability, memory ability, and perceptual ability. Those who pass the written examination will be invited to an oral board interview.

Application Procedure:

Candidates must complete a City of San Gabriel application, supplemental application form, and a typing certificate (issued within the last year of the “apply by” date) from an accredited business school, adult school, or employment agency, verifying a NET speed of 40 WPM.

The City will accept applications on an ongoing basis and will notify candidates of the upcoming written exam. To apply, please visit jobs.sangabrielcity.com. *Faxed, emailed, or hard copies of applications and/or resumes are not accepted.*

Candidates considered for employment must pass a pre-employment medical examination, which includes drug/alcohol screening. NOTE: The City of San Gabriel maintains a drug, alcohol and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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