



San Gabriel

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

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## **Police Dispatcher Clerk** **\$28.63 hourly (Part-Time Position)**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel's Police Department is seeking an experienced Dispatcher. The ideal candidate will thrive under pressure, be able to multi-task, 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 Dispatcher 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 related duties as assigned.

### **Minimum Qualifications:**

Must be a high school graduate or equivalent; possess a valid CA Class C Driver's License; and be at least 18 years of age at time of appointment with no felony convictions. Current employment as a Dispatcher at a California law enforcement agency for at least two years and possession of a valid P.O.S.T. Public Safety Dispatcher Basic Certificate are required. Candidates must be able to prepare and maintain a variety of files, records, and reports and be able and willing to work rotating shifts including weekends and holidays. ***Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.***

### **Benefits:**

Up to 20-28 hours per week, as needed. Participation in Public Agency Retirement Services in lieu of Social Security.

### **Examination:**

The examination will consist of an oral interview, weighted 100%. All applications, résumés, and submitted reference materials will be reviewed and evaluated, and only the best qualified candidates, based on applicable experience, will be invited to the selection process.

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## Application Procedure:

Candidates must complete and submit a City of San Gabriel application, supplemental application form, and a copy of their P.O.S.T. Public Safety Dispatcher Basic Certificate.

**The City will accept applications on an ongoing basis.** To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com).  
*Faxed, emailed, or hard copies of applications and/or résumés 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.*

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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雇主

*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.

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### HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2802  
hr@sgch.org  
www.sangabrielcity.com