



CITY OF FULLERTON

POLICE DISPATCHER (HOURLY) TEMPORARY – ON-CALL

NOTE: MUST BE A P.O.S.T. CERTIFIED DISPATCHER

**THIS IS A NON-BENEFITED POSITION LIMITED TO 1,000 HOURS EACH FISCAL YEAR
\$18.751 TO \$23.932 PER HOUR**

FILING DATE

Applications are accepted on a continuous basis and may be obtained by contacting the Personnel/Risk Management Department.

THE POSITION

A Police Dispatcher, under direction, transmits and receives messages on a multi-channel radio system, inputs data into a computer aided dispatch (CAD) system, coordinates the work of law enforcement personnel engaged in general or specialized law enforcement activities and performs related work as required.

EXAMPLES OF DUTIES

Uses standard operating procedures in transmitting and receiving radio communications from vehicles in the field and law enforcement agencies in coordinating and advising on matters related to the control and enforcement of law and order; enters information into a CAD system and maintains log of radio transmissions, giving time, duration and message; receives telephone communications; receives and logs emergency and other messages, securing and recording information as to location and type of emergency or incident; dispatches personnel and equipment according to standard operating procedures established by the department, instructions from a superior or by individual judgment as required; maintains radio contact with assigned personnel, notifies and keeps superiors informed as to emergency situation and general activities; notifies ambulance personnel, alarm company, traffic and signal maintenance and other related personnel concerning emergency; transmits or directs other messages and calls; maintains a knowledge of the geography and street locations of the city; may perform minor or routine upkeep and maintenance of equipment.

QUALIFICATION GUIDELINES

Knowledge of: Rules and regulations of the Federal Communications Commission governing the operations of radio receivers and transmitters; general law enforcement practices.

(PLEASE SEE OTHER SIDE)

303 W. COMMONWEALTH AVE., FULLERTON CA 92832-1775

PHONE 714/738-6361 JOB LINE 714/738-6378

WEBSITE - WWW.CI.FULLERTON.CA.US

E-MAIL ADDRESS - PERSONNEL@CI.FULLERTON.CA.US

Ability to: Analyze situations and adopt a quick, effective course of action; speak clearly and concisely; remember names, numbers and details of incidents; study and maintain a knowledge of department policies and procedures and location of streets and City geography in general; establish and maintain effective relations with law enforcement personnel and the public.

Training and Experience: The possession of a California P.O.S.T. certificate, the successful completion of a Public Safety Dispatchers' Basic Course and verifiable experience in the operation of a police radio and CAD system. Proof of completed education and certification must be attached to the application.

Skills: Type at a net speed of 30 words per minute.

SPECIAL REQUIREMENTS

Must work shift assignments, holidays and weekends. Currently working 3/12 schedule.

Must be able to successfully pass a background investigation including a fingerprint check and psychological and polygraph examination.

PHYSICAL REQUIREMENTS

With or without reasonable accommodation, candidates must have the physical ability to frequently sit, stand, reach, lean, twist, turn, grasp, feel, lift, push, pull, bend, kneel and sit for prolonged periods of time; manipulate feet to operate radio microphone; input information into computer for prolonged periods of time, hear and speak to the general public, public safety personnel and City staff on the telephone, radio communications equipment and in person; hear and detect radio traffic, ringing telephones and alarm tones while speaking on radio communications equipment or on the telephone; read computer display monitors and distinguish colors on computer display monitors. Candidates may be exposed to background noise, static and noise from radio communications equipment, telecommunications equipment and other office equipment.

SELECTION PROCEDURE

Candidates who meet the Qualification Guidelines will be placed on a Police Dispatcher (Hourly) eligible list which will remain in effect for 6 months.

NOTE

The City of Fullerton requires all newly appointed non-regular employees to participate in the City's direct deposit payroll program.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

8/5/2003



Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Personnel Department, in advance, of any necessary accommodations.