



PUBLIC SAFETY RESERVE DISPATCHER

\$19.10—\$23.22 HOURLY

2.45% Equity & COLA increase effective July 1, 2020

NO BENEFITS

This is an exciting opportunity in Public Safety to use your exceptional multitasking skills while serving the public during its most tense and challenging situations. You will work closely with other dispatchers answering emergency calls from the community as well as sending and supporting police officers and other first responders. You will have the flexibility of working on-call/as needed. These positions have the potential for full-time work in the future. The ideal candidate has strong typing skills, is flexible, adaptable and an excellent multitasker. The type and nature of calls can create periods of extended stress.

Responsibilities may include:

- Receive and prioritize 9-1-1 calls, business line calls from the public and evaluate responses necessary.
- Assign and dispatch appropriate emergency vehicles, equipment and personnel in-line with policies.
- Operate different types of communications equipment including a computer aided dispatch (CAD) system and multi-channel radio system.
- Maintain contact with all units on assignment, maintain status and location of field units
- Perform a wide variety of specialized clerical duties related to law enforcement activities.

Requirements:

- Two (2) years of increasingly responsible clerical experience that includes customer service.
- Possession of a high school diploma or GED certificate.
- Type accurately at 35 words per minute.

Application Deadline: Continuous recruitment (first review Sept 9, 2019)

Initial testing dates: Sept 16-19, 2019

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view [complete job and benefits information](#), please visit <https://www.calopps.org/city-of-ceres>. If you are unable to submit your application materials online you may contact (209) 538-5772. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Aaron Slater at (209) 538-5772 or aslater@ci.ceres.ca.us
