



City of
CERES Together We Achieve



PUBLIC SAFETY DISPATCHER I

(Entry-level)

\$3,393—\$4,125 monthly
PLUS EXCELLENT 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 work four, 11 hour shifts followed by having four days off. On this 8 day work cycle your days off are rotating. 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 at a speed of 35 words per min (including accuracy); TYPING CERTIFICATE REQUIRED IN APPLICATION

Application Deadline: Continuous

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](https://www.calopps.org/city-of-ceres), 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: Theresa Roland at (209) 538-5772 or Theresa.Roland@ci.ceres.ca.us