



(559) 782-7441

INVITES APPLICATIONS FOR
COMMUNICATIONS DISPATCHER

SALARY: \$2,962 - \$3,615/month

**DESIRABLE
QUALIFICATIONS:**

Experience in public contact work which involved receiving and referring a significant volume of requests and telephone communications with at least one year dispatching experience preferred; considerable knowledge of public contact techniques involving practices used to calm angered or distraught persons, record keeping practices, modern office operations; working knowledge of dispatching functions. Ability to communicate effectively; make clear and concise radio transmissions; analyze unusual situations and resolve through application of City policy; react effectively in emergency situations or under hectic situations; monitor and/or operate multi-line telephones, radio equipment, office intercom; remember details and implement specific procedural steps quickly and accurately; memorize City street system, code sections and phone extensions; type and enter data into a computer.

**REPRESENTATIVE
DUTIES:**

Receives requests for fire/law enforcement services and dispatches units via radio; maintains contact with department personnel in the field and stations; runs warrant checks on subjects, registration checks on vehicles and property checks using teletype; relays information and instructions to personnel in the field; maintains accurate log of incoming service requests and action taken; types and makes data entries; may take criminal reports over the phone; compiles statistical reports; maintains files; provides general information to the public.

**SUPPLEMENTAL
INFORMATION:**

This class requires skill and ability to type and/or perform data entry at not less than a speed of 40 net words per minute. **A typing certificate obtained from an accredited college or trade school and validated within the last six (6) months must be presented with the application.**

Positions allocated to this class involve assigned and/or rotational shift work and mandatory overtime.

Candidates must pass a police background investigation.

Over

**SELECTION
PROCESS:**

Application materials will be the basis for screening; and, depending on the number of applicants, a written examination may also be required. An oral interview will be used to select the most qualified candidate.

TO APPLY:

Submit evidence of qualifications, resume and other material you deem relevant to the position, along with the required City of Porterville Employment Application to the Human Resources Office, City of Porterville, 291 N. Main St., Porterville, CA 93257. (559) 742-7441.

**FINAL
FILING DATE:**

Continuous

**SPECIAL
CONDITION:**

Passage of a drug screen test is required prior to appointment to any position with the City of Porterville.

The City of Porterville is an Equal Opportunity Employer.