



City of Lompoc is accepting applications for

POLICE DISPATCHER
Open Competitive

To establish an eligibility list to fill
current or future full or part-time positions



SALARY: \$17.66 to \$22.54 plus shift differential

FILING DEADLINE: Continuous Recruitment

LICENSE REQUIRED: Possession of a valid and appropriate California Driver's License.

TYPING CERTIFICATE: Applicants must provide certification of required typing proficiency (35 NET WORDS PER MINUTE) at the time of application submission (certification must be dated within the 12-month period prior to the filing deadline). **NO INTERNET CERTIFICATIONS ACCEPTED.**

Selection Process: The examination process may include, but is not limited to, application review, written tests, and interview. Written tests that comply with POST Public Safety Dispatcher standards are required. **Post certified experienced dispatchers might have entry written examinations waived, depending upon certification and experience.** Appointment is subject to successful completion of a background investigation, psychological testing, and pre-employment physical exam provided at City expense. As authorized by City policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background, as part of the employment screening process. **If you have a disability that may require an accommodation in any of these selection procedures, please notify the human resources department in writing by the filing deadline date on this bulletin.**

Minimum Qualifications:

Experience: Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is previous responsible experience involving extensive personal or telephone contacts and/or experience that involve the exercise of judgment in the application of standards and procedures.

Knowledge of: Basic recordkeeping, filing and arithmetic; word processing and computer functions; and basic English.

Ability to: React quickly and calmly and to exercise good judgment in following procedures and directions in emergency situation; speak English in a clear and concise manner; read and understand standard broadcasting procedures and rules of the FCC regarding law enforcement radio transmission and department procedures, rules and regulations regarding dispatching and general public safety; **type accurately at a minimum speed of 35 net words per minute;** follow oral and written instructions; and establish and maintain effective relationships with those contacted in the course of work.

Some Examples of Duties: *The following essential functions are typical of this classification. Incumbents may not perform all of the essential functions and/or may be required to perform additional or different essential functions from those set forth below to address business needs and changing business practices.* Receives incoming telephone and radio requests for emergency service; takes critical information by the telephone and radio from the public and from field personnel, including names, addresses, telephone numbers, complaints and location of crimes, accidents and service requests; screens telephone calls for urgency; and enters into computer calls received from the public and from field personnel.

****SPECIAL REQUIREMENTS:** Shift work is required. A gender based bona fide occupational qualification (BFOQ) exists for the Police Dispatcher class as a result of male Police Dispatchers may be required to book, search, and provide personal care of male prisoners and female Police Dispatchers may be required to search, and provide personal care of female prisoners. These requirements are necessary to the essential operation of the jail facilities and a Police Dispatcher of the opposite gender of prisoners would be unable to effectively, safely and efficiently perform the duties specifically requiring the booking, searching, and personal care of prisoners of the opposite gender.

Applications and a copy of a typing certificate must be submitted by the filing deadline to the Human Resources Department, CITY OF LOMPOC, 100 Civic Center Plaza, LOMPOC, CA 93438. Applications may be obtained from the information desk at City Hall OR call for application at (805) 875-8208 OR download application from website at www.cityoflompoc.com

City of Lompoc, 100 Civic Center Plaza, Lompoc, CA 93436
Fax: (805) 875-8308 www.cityoflompoc.com Phone: (805) 875-8208