THE CITY OF MARTINEZ INVITES APPLICATIONS FOR

POLICE DISPATCHER – PER DIEM

FINAL FILING DATE: Open until filled. First review of applications Monday, June 30, 2014. See below for details on submission of application packet and required tests/certifications.

SALARY RANGE: $25.45-$30.74/HR. Placement within the salary range will depend on qualifications and experience.

THE POSITION: The Police Dispatcher is a non-sworn law enforcement position typically working inside the communications center of the police department. The primary function of the position is to utilize communication equipment essential to the operation of the Martinez Police Department in facilitating communications between members of the public and personnel of the police department and other public service agencies. Such operations may involve multi-tasking in stressful situations in which public health, safety and welfare may be endangered.

EXAMPLE OF DUTIES: Receives calls for service and dispatches department personnel via radio, computer or telephone. Maintains, enters information into and queries local, regional and national computer databases. Uses department computer aided dispatch software and records management system software to input data which facilitates the dispatching and recording of law enforcement and other operational tasks of the Martinez Police Department. Incumbents of this classification are required to work shifts, holidays and weekends. May perform matron duties. May be required to perform other duties as needed.

REQUIREMENTS: MINIMUM: must be at least eighteen (18) years of age; be able to type at a speed of not less than 40 wpm; possess a high school diploma or equivalent; possess a valid California driver’s license; be able to pass a thorough background investigation, polygraph test, psychological evaluation, physical evaluation and drug test prior to appointment.

KNOWLEDGE/SKILLS/ABILITIES: Have the ability to speak clearly and concisely; be mentally alert at all times while on duty; remain calm under stress; be able to make rapid decisions, many times while performing two or more operations; possess a good memory; have a well groomed appearance; be able to communicate with the public in a warm and friendly manner; have the ability to follow oral and written directions and commands. Be familiar with computers, computer related systems and operations.

WORKING CONDITIONS: The City of Martinez offers excellent working conditions and surroundings. Enjoy the ergonomically updated dispatch center.

Shifts: Per Diem dispatch shifts will vary depending on the staffing levels of the dispatch center. Current shift assignments include 10 or 12 hour shifts.
FILING INFO: Open until filled. First review 6/30/14. A typing certificate and P.O.S.T. results or certifications must be submitted with your application packet (see below for details).

APPLICATIONS: Forms are available online at www.cityofmartinez.org, from the Personnel Department, City of Martinez, 525 Henrietta Street, Mtz, CA 94553, or by calling (925) 372-3522. RESUMES NOT ACCEPTED IN LIEU OF COMPLETED CITY APPLICATION FORM.

CERTIFICATIONS & TEST RESULTS: DOCUMENTATION MUST BE SUBMITTED WITH APPLICATION PACKET.

TYPING: Must indicate a minimum of 40 wpm net capability. Certification may be from a recognized business school, employment or temporary agency and must be dated within the past 6 months. No online certificates accepted.

AND

P.O.S.T.: Laterals applicants must have successfully completed a CTO program, have 1 year experience in a P.O.S.T. Dispatch department, and have obtained a P.O.S.T. Dispatch Basic Certificate.

SELECTION PROCESS: A limited number of the most qualified applicants will be invited to an oral appraisal on a date to be announced.

ORAL INTERVIEW: DATES TO BE ANNOUNCED.

NOTES TO APPLICANTS:

DISABLED APPLICANTS: The Personnel Department will make reasonable efforts in the examination process to accommodate disabled applicants. Please advise the Department of any special needs in advance of the examination.

VERIFICATION OF EMPLOYMENT ELIGIBILITY: As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986 must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to, United States Passport; State-issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the United States.

THE CITY OF MARTINEZ HAS ADOPTED ORDINANCE 1047 C.S. WHICH PROVIDES EMPLOYEES WITH A SMOKE-FREE WORKING ENVIRONMENT.