

CITY OF MARYSVILLE
MARYSVILLE POLICE DEPARTMENT

Public Safety Dispatcher

Continuous Recruitment

THE POSITION

Under immediate supervision, the individual selected will operate police and fire dispatch telecommunication equipment performing a variety of clerical and records tasks in the support of a municipal law enforcement and fire agency.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Receive telephone and radio calls requesting police and other emergency services.
- Dispatch routine and emergency police, fire and other emergency services such as ambulances, and tow trucks.
- Monitor other public agencies by radio.
- Maintain logs.
- Type, proof, index and file reports of operational activities and other records.
- Receive reports and complaints from the public over the phone and at the front counter, and refer appropriate information to supervisors.
- Prepare periodic operating and statistical reports from accumulated data.
- With ongoing training, maintain skill level for emergency dispatch work.
- Perform other duties as assigned.

EXPERIENCE & EDUCATION

This position requires English language usage, spelling, punctuation and grammar, as well as the ability to learn and apply rules and procedures involved in maintaining police and fire records and files. Applicants must type at a correct rate of 30 words per minutes, learn to operate radio, telephone, and teletype equipment. Applicants must be able to understand and carry out oral and written direction, establish and maintain cooperative relationships with those contacted in the course of work, and remain calm in an emergency situation.

Education and training may be any combination equivalent to the experience and education that would likely provide the required knowledge and abilities to perform the job.

Applicant must possess a high school diploma or equivalent, must possess a valid California driver's license, and valid vehicle insurance.

SELECTION PROCEDURES

The selection process may consist of application screening, written test, an oral interview, interview by the Chief of Police, or any combination of these to establish an employment list. It will be necessary to pass a background investigation, as well as a medical examination, drug screening, and a psychological evaluation by physicians selected by the City of Marysville. The probationary period for this position is eighteen months. Prior to appointment with the City of Marysville, it will be necessary to provide proof of United States citizenship or authorization to work in the United States. Lateral applicants are not required to take a written test.

BENEFITS

- Salary - The City of Marysville has a five-step salary plan for regular employees. The current salary is \$2,410--\$2,930 monthly.
- Annual Leave - (Vacation & Sick Leave combined) Annual leave is accrued based on length of service, with beginning accrual at 18 hours per month.
- Holidays - Employees receive 12 paid holidays per year accrued at a rate of 8 hours per month. Employees assigned to ongoing shift work in dispatch or patrol receive pay for these holidays in lieu of time off by receiving one paid holiday per month.

Health Plan - The City provides a generous allowance for health, dental, vision and life insurance. Health insurance is currently provided through Tri-County Schools Insurance Group. Dental and vision care are provided by the City of Marysville through a self-insured plan. Long term disability and life insurance are provided through Standard Life Insurance.

Short Term Disability/Social Security - The City of Marysville does not participate in State Disability Insurance (SDI) or Social Security, except for Federal Medicare.

Deferred Compensation - The City offers a voluntary Deferred Compensation Plan.

Retirement - The City pays the full cost of the employee's contribution to Public Employees Retirement System (PERS) 2% at 55 plan.

TO APPLY: An application can be obtained at Marysville City Hall, 526 C Street, Marysville or call (530) 749-3901 to request an application. When submitting your application, you must attach your resume and any qualifying certificates.

Submit Applications to:

City of Marysville
Personnel Dept.
526 C Street
Marysville, Ca 95901
(530) 749-3901

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Work periods and days are subject to change dependent upon the operational requirements of the City. Questions regarding this announcement should be directed to the City of Marysville.

AN EQUAL OPPORTUNITY EMPLOYER