



CIVILIAN DISPATCHER

FULL-TIME JOB OPPORTUNITY

Salary Range: \$3,451 — \$4,625 monthly
\$19.91 — \$26.68 hourly

APPLY IMMEDIATELY: Open Until Filled

THE POSITION

Under general supervision from the Dispatch Supervisor, the Civilian Dispatcher will have the ability to receive and transmit routine and emergency telephone and voice radio messages and to dispatch required law enforcement personnel and equipment.

RESPONSIBILITIES/DUTIES

The incumbent will be responsible for various tasks including but not limited to: Receive incoming emergency and police business telephone and voice radio calls; Compile data and maintain records of emergency recorded, equipment and personnel dispatched; Send and receive information using a computer data terminal; Keep radio contact with units on assignments; May type a variety of information relating to law enforcement activities as permitted; and may perform clerical tasks such as filing, record-keeping, typing, computer entry and compilation of data.

MINIMUM QUALIFICATIONS

- Possession of a POST Dispatcher Certificate is highly desirable
- Must be able to type 35 wpm – **Must attach a certified typing test issued within the last 6 months by an adult school or temporary employment agency**
- One year of experience involving public contact, preferably requiring the use of radio communications equipment
- Education equivalent to graduation of high school

Human Resources Department

14403 East Pacific Avenue

Baldwin Park, CA 91706

(626) 813-5207 phone

(626) 813-5284 fax

www.baldwinpark.com

City Hall Business Hours:

Monday—Thursday

7:30am—6:00pm

Closed every Friday

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias, J. “Lucky” Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The Baldwin Park Police Department is committed “To provide law enforcement services in a fair and impartial manner in order to prevent crime and provide for the safety and welfare of the community.” - *Baldwin Park Police Department Mission Statement*

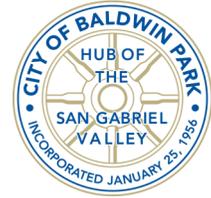


KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations and report writing
- Knowledge of Vehicle and Penal Codes, laws of arrest, rules of evidence, and court procedures
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to think clearly and act quickly in emergency situations
- Ability to make accurate and factual observations, draw logical conclusions and make proper recommendations
- Deal constructively with conflict and develop effective resolutions

BENEFITS AND COMPENSATION

Compensation	Starting salary step will depend on qualifications, prior experience and skills.
Retirement	Participation in California Public Employees Retirement System (CalPERS) Retirement Plan: 2.7% @ 55 for classic members or 2% @ 62 for new members. Employee Contribution: 8% for classic members or 6.25% for new members.
Health/Life Insurance	Group life, medical, dental, vision and long term disability insurance programs are provided. \$950.00 per month for Health and Dental insurance, excess may be received as taxable income, or maybe placed in our deferred compensation program. \$32.12 per month for Vision insurance \$50,000 Group term life insurance/AD&D
Bargaining Group	Baldwin Park Police Association (POA)
Retiree Health	CalPERS Health contribution of single party coverage based upon the employee's years of service with the City.
Work Week	3/12 Work Schedule
Probation	12 months
Leaves	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick Leave: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program. Holiday: Employees shall have the option of receiving the holiday hours worked as cash payment at their straight time rate for each holiday as it occurs, or may elect to bank the holiday hours as it occurs; plus 22 floating holiday leave hours.
Other	Optional programs available to employees include: Education Incentive: up to \$50.00 per month, upon certification P.O.S.T. Supervisory Certificate pay of \$310.00 per month, upon certification Bilingual pay of \$100.00 per month, upon certification Computer purchase program Education tuition reimbursement program Additional Life Insurance Choice of two (2) deferred compensation plans. City contributes 2% of employee's unadjusted biweekly base salary into a City sponsored deferred compensation plan of employee's choice.



THE SELECTION PROCESS

- **APPLY IMMEDIATELY: Applications will be accepted and reviewed on a continuous basis. This recruitment is Open Until Filled and may close at any time.**
- For consideration in this job opportunity, please submit an original completed and signed City of Baldwin Park employment application and attach the P.O.S.T. Certificate (if applicable) and the typing certificate.
- Applications may be accompanied by a resume describing experience, education, and/or training in relation to the requirements of the position, but will not be accepted in lieu of a completed application.
- Electronic submission of applications will not be accepted, nor postmarked received after the filing deadline.
- All applications will be reviewed in detail and those applicants possessing the minimum qualifications listed will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying), Written Examination (Qualifying) and an Appraisal Interview (100%).
- A complete background investigation including polygraph exam, a psychological examination, and a medical examination including drug screening will be performed for all Police Department personnel. Failure during any phase of the selection process constitutes failure of entire process.
- The successful candidate will be required to establish both work authorization and identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department, 3rd floor. For more information regarding this opportunity, please visit the City website or contact Human Resources Department at (626) 960-4011 ext.: 207.

Submit your application by mail or in person to: City of Baldwin Park, Human Resources Department
14403 East Pacific Avenue, Baldwin Park, CA 91706
Business Hours: Monday thru Thursday from 7:30am – 6:00pm

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition.

Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

The provisions of this bulletin do not constitute an expressed or implied contract for employment. Any provision contained in this bulletin may be modified or revoked without notice.

