



CIVILIAN DISPATCHER

PART-TIME JOB OPPORTUNITY

Hourly Range: \$18.88 — \$21.89, DOQ

APPLY IMMEDIATELY: Open/Continuous

THE POSITION

The ideal candidate 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. The Civilian Dispatcher will be responsible for various tasks including but not limited to: Receive incoming emergency and police business telephone and voice radio calls; Compile date and maintain records of emergencies 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

- Successful completion of POST certified Public Safety Dispatch academy- **Certificate must be attached to the application at time of applying**
- Must be able to type 35 wpm - **Must attach a certified typing test** issued within the last 6 months by an adult school, community college or temporary work agency
- One year experience involving public contact, preferably requiring the use of radio communications equipment is highly desirable but not required
- Education equivalent to graduation of high school
- Lateral Police Dispatchers encouraged to apply

KNOWLEDGE, SKILLS & ABILITES

- Should have general understanding of the standard broadcasting procedures and rules associated with the operation of law enforcement communication network
- Communicate clearly, and concisely, both verbally and in writing
- Excellent customer service skills; ability to effectively interact with City staff, volunteers, and the public
- Multi-task, detail oriented, and have knowledge of computer programs
- Demonstrate the ability to work efficiently, and respond with good judgment while working in a stressful environment

WORKING CONDITIONS AND HOURS

This is a part-time position with working hours to be assigned at the discretion of the Police Department. Applicants must be able to work flexible hours, which may include mornings, afternoons, evenings and weekend shifts; must be available to work on average 20 hours per week. Duration of assignment is determined upon the needs of the Department.

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:

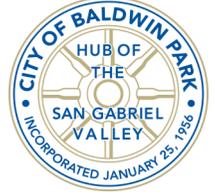
Monday—Thursday

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*



BENEFITS AND COMPENSATION

This is a non-benefited, at-will part-time position; the successful candidate shall not work in excess of 960 total hours per fiscal year. Hourly compensation will depend on qualifications, prior experience, and skills. Employment with the City may be discontinued at any time without cause, notice, or right of appeal or hearing.

Under the California Healthy Workplaces, Healthy Families Act of 2014 and in accordance with the City of Baldwin Park Paid Sick Leave Policy the successful candidate will receive 3 days or 24 hours of paid sick leave in a 12-month period.

THE SELECTION PROCESS

- **APPLY IMMEDIATELY: Applications will be accepted and reviewed on a continuous basis. This recruitment is Open/Continuous 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 POST Public Safety Dispatcher certificate and a certified typing test.**
- 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) and an Appraisal Interview (100%).
- A complete background investigation including polygraph exam, a psychological examination, and a medical examination including drug screening will be preformed 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, contact the Human Resources office 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.