



THE CITY OF MONTEBELLO INVITES APPLICATIONS
FOR THE POSITION OF:

POLICE DISPATCHER II

\$4285— \$4499—\$4724—\$4960—\$5208—\$5469/month

Application Deadline:

**Thursday,
August 12, 2010 by
5:30 p.m.**

Monthly Salary Range

\$4285 - \$5469

A completed City application must be received by the Personnel/Risk Management Office by **THURSDAY, AUGUST 12, 2010 BY 5:30 P.M.**

City of Montebello
Personnel/Risk Management
Department
1600 West Beverly Blvd.
Montebello, CA 90640

Incomplete applications, faxed applications, and resumes submitted in lieu of an application will not be considered.

www.cityofmontebello.com
Job Line 323.887.1380

SPECIAL REQUIREMENTS

- * **Possession of an appropriate California driver's license.**
- * **Possession of a National Crime Information Center certificate insuring knowledge of laws and rules concerning nationwide teletype system, or ability to obtain within six months of initial appointment.**

THE POSITION

Under general supervision to dispatch, record information, and maintain contact with officers in the field; to assist with booking functions; to provide direction, work coordination, and training for other staff; and to perform related work as required.

Provides direction, training, and work coordination for Police and dispatching staff; coordinates operation of police communication center during an assigned shift; performs public safety dispatch duties to support police functions; receives emergency and business inquiries concerning questions, problems, crimes, and emergencies; determines nature and priority of calls, locations of incidents, and how to respond; maintains field contact with police officers, providing records information; indexes case records and incident reports; answers telephone lines, providing information and routing callers to appropriate staff; supplies a variety of information to Department visitors; assists with the maintenance of daily logs; operates a teletype system to request and send information; maintains emergency notification data for City businesses; monitors holding areas when occupied; confirms outstanding warrants with other law enforcement agencies; assists with the search, booking, and interrogation of suspects and prisoners.

MONTEBELLO POLICE DISPATCH CENTER IS 24/7

*** * DISPATCHERS WORK A 3-DAY WORK WEEK * ***

ALSO REQUIRES MATRON DUTIES

EMPLOYMENT STANDARDS

WORK EXPERIENCE: Three years of experience as a police dispatcher.

EDUCATION: Graduation from high school or G.E.D. is desirable.

KNOWLEDGE: Basic functions, procedures, and policies of public safety operations; Laws and regulations governing the release of information from law enforcement agency records; Modern office methods, equipment, and procedures including automated equipment and software related to dispatch and office support functions; Proper telephone techniques and procedures; Geography of the local community; Operation of and regulations governing the use of radio and teletype equipment; and, Booking and holding procedures and regulations.

ABILITIES: Provide direction and training for other dispatching staff; Compile, maintain, process, and prepare a variety of records and reports related to dispatch operations; Take complaints, gathering essential information for expeditious and accurate disposition of complaint; Operate radio, telephone, teletype, and automated equipment; Interpret the policies, functions, and procedures of the Police Department; Assist with booking procedures; Follow oral and written instructions; Think clearly and act quickly and calmly in emergency situations; Maintain courteous and tactful but firm relationships with the public; Establish and maintain cooperative working relationships; and, Communicate effectively orally and in writing.

CITY OF MONTEBELLO — POLICE DISPATCHER II

BENEFITS

- CalPERS 2.7% @ 55 (FY 10/11 employees to pay 8% contribution to CalPERS)
- 6 medical plans available, including dental & vision coverage, maximum paid by City is \$1090.00/mo.
- Or in lieu of coverage, \$350 per month medical incentive plan
- Annual Leave Plan (starting at 232 hours per year of combined vacation, holiday & sick time)
- \$30,000 term life insurance
- 30 hours bereavement leave per eligible incident
- Tuition Reimbursement Program
- Deferred compensation plan available
- Bilingual pay \$70/month
- Retiree Medical Health Benefit, up to \$625/mo.

TESTING

Following the review of each application, the best qualified candidates will be invited to appear for an examination(s). Selected candidate(s) must successfully complete a background investigation and physical examination which includes drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

GENERAL INFORMATION FOR ALL APPLICANTS

The term "recent," when used in the requirements refers to training and/or experience obtained within the ten-year period immediately prior to the filing deadline. Applications can be considered only if they clearly indicate that the minimum requirements are met. All applications accepted are subject to further review and verification and may be rejected at any time if the published requirements for admission to the examination are not met. All applicants will be notified in writing as to the results of this review. Admission to an examination does not ensure that a passing grade will be received on any part of the examination. All applicants will be notified in writing of their final status once the examination process is completed.

CERTIFICATION

An eligibility list of those successfully passing an examination(s) will be established and certified either by the Civil Service Commission of the City of Montebello (classified positions) or by the Personnel Director (unclassified positions) to be valid for a period of one year from date of certification. The five (5) highest eligible on the list will be furnished to the Appointing Authority where the vacancy exists. The Appointing Authority will then make the selection from those eligible to fill the position. In cases where more than one position is to be filled in any class in a department at the same time, the number of names furnished shall be five (5) plus two (2) names for each additional position. A candidate will be disqualified from appointment to a position requiring direct supervision by a relative or where a conflict of interest may occur.

CIVIL SERVICE

All City employees are required to perform assigned Civil Defense duties in the event of an emergency or disaster.

Special Notices

EOE—Montebello is an affirmative action employer. The City does not discriminate on the basis of disability. Individuals with disabilities who require accommodation in the application or testing process, may be required to provide the Personnel/Risk Management Department, no later than the filing date, with documentation regarding the need for accommodation.

The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank or credit union checking/savings account that will accept the automatic deposit.

The provisions of this bulletin do not constitute a contract expressed or implied; any provisions contained in this bulletin may be modified or revoked without notice.

City of Montebello
Personnel/Risk Mgmt Dept.
1600 W. Beverly Boulevard
Montebello, CA 90640