



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

PUBLIC SAFETY DISPATCHER I
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Sheriff
LOCATION: Independence, CA
SALARY: **Dispatcher I:** Range 55 \$3213 \$3367 \$3538 \$3718 \$3907**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee share of cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DISTINGUISHING CHARACTERISTICS: This is the entry-level position in the Public Safety Dispatcher series. Incumbents perform many assignments in training and learning capacity. Training requirements, including a dispatch academy, must be successfully met during the one-year probationary period.

ESSENTIAL JOB DUTIES: Monitors and receives routine and emergency radio communications to and from law enforcement and emergency personnel with established procedures; answers routine, emergency, and complaint telephone calls; obtains critical information; dispatches required departmental personnel and equipment and/or relays the information to appropriate department or agency; operates California Law Enforcement Teletype System (CLETS) machines to list or cancel messages regarding stolen property or wanted persons; operates data input terminals; provides information and assistance to the public; assigns case numbers as calls are received and maintains daily logs; maintains status boards for all units on duty; maintains various files; types daily log and reports; receives, acknowledges, and logs civil defense warning system calls; monitors alarm systems; releases records in accordance with applicable law and procedures; assists deputies in booking and processing prisoners; other related duties as assigned.

EMPLOYMENT STANDARDS

Experience: High school graduate or equivalent with six months of public contact experience; experience as a Public Safety Dispatcher Trainee or related experience is preferred.

Knowledge of: Standard broadcasting procedures and rules associated with the operation of a law enforcement communication network; proper operation and care of radio communication, CLETS, and telephone equipment; California Penal, Vehicle, Health and Safety, and Criminal Codes, and County
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Codes; general geography of the county; modern office methods, procedures, and purposes of law enforcement recordkeeping activities; basic organization and operation of a law enforcement department; receptionist and telephone techniques.

Ability to: Effectively apply standard broadcasting procedures and rules associated with the operation of a law enforcement communication network; exercise good judgment in emergency situations; perform a variety of clerical tasks such as filing, recordkeeping, typing, and report preparation; exercise independent judgment and work with a minimum of supervision; remember names, locations, and numbers; read maps quickly and accurately; type at a speed sufficient to perform assigned duties; understand and carry out oral and written directions; spell correctly and use good English grammar; speak in a clear, understandable voice; meet standards of hearing acuity; speak and write effectively; organize work effectively; do a high volume of work amid interruptions; work cooperatively with co-workers and others contacted in the course of work.

Special requirements: Must successfully complete a standard law enforcement pre-employment background and psychological evaluation. Must have ability to work in a busy office environment with the ability to sit for extended periods, stand, walk, kneel, stoop, squat, twist, and lift and carry up to 25 pounds. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must be available to work day, swing, and graveyard shifts, weekends, and holidays. Must successfully complete a dispatch training academy and training program during one-year probationary period.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key*

Concepts: Action- orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self- development; and self-starter.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR UP TO ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.