

INYO COUNTY
PERSONNEL SERVICES
P. O. BOX 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

PUBLIC SAFETY DISPATCHER I (TEMPORARY)

Application Deadline: OPEN UNTIL FILLED

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.

DEPARTMENT: Sheriff
LOCATION: Independence, CA
SALARY: Range PT55: \$17.92-\$21.78/hour(40 hours per week)No County Benefits
TERM: Position may not exceed six months

DISTINGUISHING CHARACTERISTICS: This is the entry-level position in the Public Safety Dispatcher series. Incumbents perform many assignments in training and learning capacity.

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

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 be available to work day, swing, and graveyard shifts, weekends, and holidays. You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Your position may be required to serve as a Disaster Service Worker during a County emergency.

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.

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.