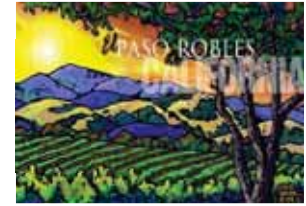




City of Paso Robles



Assistant Police Dispatcher Staff Assistant III - Part time

SALARY: \$16.75 - \$18.25/hour

HOURS: Varied hours – approximately 20 hours per week

APPLICATION DEADLINE: September 2, 2011, at 5 p.m.
(Tentative test dates– 9/15/11 & 9/16/11)

TYPICAL DUTIES:

Under general supervision, monitors and dispatches police officers and fire personnel; handles emergency calls and requests for assistance; receives and processes complaints; transmits critical data to appropriate personnel; maintains a variety of records; processes a variety of reports; maintains files & logs; performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge & Abilities: Radio dispatching & code language techniques; warrant service procedures; law enforcement and emergency services field activities; City street & environs; computer skills; familiar with CLETS, Computer Aided Dispatch (CAD), and Records Management System (RMS); work effectively under stressful and/or emergency conditions; communicate effectively; deal tactfully with the public; maintain accurate records, files & logs; type reports & records; multi task.

Education & Experience: High School graduation or equivalent, plus two years similar experience involving extensive public contact.

Special Requirements: Possess valid California Driver's License and have a satisfactory driving record; must successfully complete 120 hour Public Safety Dispatch course within twelve months of hire; must be at least 18 years old.

Bilingual (Spanish) highly desirable.

SELECTION PROCEDURE:

Applications must be received at City Hall by the filing deadline. POSTMARKS NOT ACCEPTED. Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process, which may be any combination of written or oral exams. Appointment is subject to successfully passing a driver's license check, criminal history check, background investigation, polygraph exam, psychological exam and physical exam. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process.

APPLICATION PROCESS:

Persons interested in applying for this position should request an application from:

City of Paso Robles
1000 Spring Street
Paso Robles, CA 93446

You may also call Human Resources at (805) 227-7234, or download an application at: www.prcity.com/jobs. Resumes, while encouraged, will not be accepted in lieu of a completed application. All statements made in the application materials are subject to verification. False statements will be cause for disqualification or discharge.

ALL PERSONS EMPLOYED BY THE CITY OF PASO ROBLES ARE DESIGNATED AS "DISASTER SERVICE WORKERS" AS DEFINED IN THE CALIFORNIA GOVERNMENT CODE SECTION 3100 AND 3101.

AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, & HANDICAPPED INDIVIDUALS ARE ENCOURAGED TO
APPLY.
THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT.

Benefits:

VACATION: Proportionate to hours worked

SICK LEAVE: Proportionate to hours worked

HOLIDAYS: Proportionate to hours worked