



## EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

### POLICE DISPATCHER (PART-TIME)

HOURLY PAY RATE: \$32.07 - \$38.98

#### **FINAL FILING DEADLINE**

WEDNESDAY, AUGUST 24, 2022, 11:59 PM **OR** WHEN WE RECEIVE THE FIRST 100 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST.

**THIS RECRUITMENT IS TO FILL ONE PART-TIME VACANCY IN THE POLICE DEPARTMENT AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.**

**SUMMARY:** Under basic supervision, answers emergency and non-emergency calls for service; takes information from callers, and enters information into computer database; provides assistance and information to Vernon Police Department (VPD) Officers, emergency services agencies, and general public.

**ESSENTIAL FUNCTIONS:** *As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Answers emergency and non-emergency calls for police, fire, personal assistance, and emergency medical assistance; determines appropriate call classification and priority.
- Answers incoming emergency calls; interviews and calms callers, and gathers details; evaluates information, prioritizes calls, determines actions required, and appropriate response; dispatches emergency responders and resources; relays pertinent information to law enforcement and public safety personnel in a concise, organized, and understandable manner; monitors active radio channels and provides immediate information and assistance.
- Follows VPD procedures to provide assistance and information to Police Officers and other emergency services personnel; notifies other state, federal, and regional agencies as needed.
- Enters call information into Computer Aided Dispatch records management system, including California Law Enforcement Telecommunication System (CLETS) information; tracks a variety of law enforcement and public safety agency resources, personnel, and incidents. Searches state and national data bases at officer's request.
- Provides detailed call information to officers; maintains status and awareness of all public safety unit locations; monitors message traffic, and relays information to assure that responders' safety is top priority.
- Gathers information on non-emergency calls, and responds appropriately; provides information, instructions and assistance to the public within scope of authority and training.
- Maintains and updates computer databases and files; enters and retrieves data, and prepares reports.
- Monitors alarms, cameras, teletypes, and special broadcast frequencies; trouble-shoots communications center equipment and resolves technical issues within scope of authority and training.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

#### **MINIMUM QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE GUIDELINES:**

High School Diploma or GED equivalent; AND one year of clerical and computer experience.

**LICENSE & CERTIFICATION REQUIREMENTS:** A valid California State Driver's License is required. Must maintain Public Safety Dispatcher Certificate with the California Commission on Peace Officer Standards and Training (POST).

#### **SELECTION PROCESS:**

Completed application packets will be reviewed and only the first 100 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process, written exam weighted 25%, scheduled for the week of September 12<sup>th</sup> 2022. External Panel interview weighted 75%, scheduled for the week of September 26<sup>th</sup> 2022. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Copies of required certifications must be submitted with the application. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at [www.cityofvernon.org](http://www.cityofvernon.org). It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information.

CITY OF VERNON  
HUMAN RESOURCES DEPARTMENT  
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*"The City of Vernon is an Equal Opportunity Employer"*