



COMMUNICATIONS DISPATCHER I/II

Communications Dispatcher I
Communciations Dispatcher II

\$2,992 - \$3,301/mo
\$3,380 - \$3,729/mo

Final Filing Date:
Continuous

The County of Yuba is currently recruiting, on a continual basis, for the position of *Communications Dispatcher I/II* in the Sheriff's Department. The primary responsibilities of this position include receiving 9-1-1 system emergency and rescue calls; using the appropriate communications equipment; accessing federal, state and local law enforcement information systems; dispatching information to appropriate sheriff deputies, fire and/or medical personnel and performing related duties as assigned.

Official County Applications Available at: www.yuba.org

EMPLOYMENT REQUIREMENTS

Special Requirements: Must submit a valid typing certificate indicating at least 35 net words per minute (wpm). A typing certificate for at least 35 words per minute with a maximum of 5 errors must be submitted with application. The typing test must be for at least five (5) minutes and must be no more than one (1) year old. The certificate must state the gross words per minute, the number of errors, name of the agency and the test administrator's signature.

Certification: Successful completion of the Peace Officer Standards and Training (P.O.S.T.) Certified 120-hour Basic Complaint/Dispatcher Course Certification within the first 12 months of employment.

Working Conditions: Must successfully complete a detailed background investigation. This position requires shift work on an ongoing basis including nights, weekends and holidays. The work may involve stressful emergency situations.

COMMUNICATIONS DISPATCHER I – Entry Level

Communications Dispatcher I is the entry level classification in this law enforcement support series. Incumbent(s) work under close supervision while learning emergency services dispatch work. The I level is alternately staffed with the II level.

Minimum: Equivalent to graduation from high school and one (1) year of office support or customer contact experience.

COMMUNICATIONS DISPATCHER II – Experienced Level

Communications Dispatcher II is fully competent to perform emergency services dispatch work.

Minimum: One (1) year of dispatching experience in a public safety or medical emergency setting at a level equivalent to the County's class of Communications Dispatcher I and must possess a valid P.O.S.T. Certified 120-hour Basic Complaint/Dispatcher Course Certificate.

BENEFITS AND COMPENSATION

- MERIT INCREASES:** 5% each year for the first 4 years
- LONGEVITY PAY:** After 6 years of County service approximately 1 ½ % each year through 30 years
- COLAs:** 3% on July 1, 2009 and 3% on July 1, 2010
- RETIREMENT:** 2% @ 55 PERS Miscellaneous Formula, County pays the employee 7% contribution
- VACATION:** 12 days for the first 5 years and increases incrementally every 5 years thereafter, up to 20 years
- SPECIAL VACATION DAY:** Earn an extra vacation day if zero hours of sick leave are taken in a calendar year
- HOLIDAYS:** An average of 14 paid holidays per year, including 2 floating holidays
- SICK LEAVE:** Accrued every payroll period, up to 12 days per year
- HEALTH/DENTAL/VISION:** For basic plan premiums the County pays 100% for employee only & 80% for dependent(s)
- LIFE:** County provides \$20,000 in life insurance coverage
- EDUCATIONAL INCENTIVE PAY:** 2.5% for Associate's Degree or 5% for Bachelor's Degree
- UNIFORMS:** Annual uniform allowance of \$660 per year
- DEFERRED COMPENSATION:** Voluntary Deferred Compensation plan(s) are available
- EMPLOYEE ASSISTANCE PLAN:** County paid confidential family wellness plan

THE COUNTY OF YUBA IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) ENCOURAGING WORKFORCE DIVERSITY

Submit Official Applications to:
Personnel/Risk Management Department, 915 8th St., Suite 113, Marysville, CA 95901

COUNTY OF YUBA

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000 Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, and boating and skiing opportunities.

County Mission Statement: The County of Yuba shall promote quality and diverse employment and shall pursue financial health and well being of our local economy for all residents by leveraging and strengthening economic development partnerships, opportunities and resources.

Sheriff's Department Vision Statement: It is the vision of the Yuba County Sheriff's Department to establish and maintain a safe community.

Mission Statement: Our mission is to serve the public through effective crime prevention and strong law enforcement, consistent with our core values. We are committed to working in partnership with the community to identify and resolve public safety and quality of life issues.

SELECTION PROCEDURES

TO APPLY FOR COMMUNICATIONS DISPATCHER I/II:

Submit an official Yuba County employment application, a completed Supplemental Questionnaire, valid typing certificate and, if applicable, college transcripts, diploma(s), grade reports or certificate(s) to County of Yuba – Personnel/Risk Management Department, 915 8th Street, Suite 113, Marysville, CA 95901. Official County applications are available at www.yuba.org or at the Personnel/Risk Management Department.

APPLICATION SCREENING TEST:

To begin the hiring process an applicant must submit a completed County application, Communications Dispatcher Supplemental Questionnaire and valid typing certificate indicating a net score of 35 words per minute. Application materials are available on line at www.yuba.org or visit the Government Center, Personnel/Risk Management Department in Suite 113. We are accepting applications on a continual basis. However, deadline dates will be set for testing applicants at approximately 60 – 90 day intervals. Application materials will be screened for completion and content, please refer to the application instructional sheet titled, Employment Application Instructions, which accompanies the County application. Only applicants who pass this screening test will be invited to the next phase of testing.

WRITTEN EXAM:

Communications Dispatcher applicants must successfully complete the Peace Officer Standards and Training (P.O.S.T.) Entry-Level Dispatcher Exam. The County conducts an exam free of charge approximately every 60 – 90 days. Examination information, the POST Entry-Level Dispatcher Test Battery Examinee Guide, is available at www.post.ca.gov/Selection/dispatcher_examinee.pdf. An exam T-score of 48 or higher must be achieved.

EMPLOYMENT ELIGIBILITY LIST:

An employment eligibility list is established for those applicants who successfully pass the above testing processes. This list expires one year from the date the list is certified. Every 60 – 90 days that list will be merged with new candidates who pass required testing and then, purged of all the names on the list beyond the one year.

ORAL PANEL INTERVIEW:

After certification of the employment eligibility list the Sheriff's Department will notify the applicant of the date and time of his/her oral panel interview. Additionally, the applicant will receive a background packet that consists of a series of questions regarding his/her background, education, training, previous work history, life experiences and personal traits. The background packet must be completed prior to the scheduled oral panel interview. The background packet is available at www.post.ca.gov/Selection by selecting the document titled Personal History Statement – Public Safety Dispatcher POST 2-255.

The oral panel typically consists of three or four individuals who will conduct the interview. The applicant will be asked a series of questions about his/herself, knowledge of the Yuba County Sheriff's Department, qualifications for the job and basic understanding of law enforcement dispatching. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

BACKGROUND INVESTIGATION:

If an applicant successfully completes the oral panel interview, a background investigator will conduct a thorough investigation of his/her personal history.

PSYCHOLOGICAL EXAMINATION:

If an applicant successfully completes the background investigation, a designated psychologist will conduct a psychological examination to determine his/her suitability for the position.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

If an applicant successfully completes the psychological examination, a medical exam will be scheduled to assess his/her overall medical suitability for the position.

APPOINTMENT:

Appointment to a position is contingent upon the successful completion of a background investigation, psychological examination, pre-employment medical review/examination and submission of documents verifying the applicant's identity in accordance with the Immigration Reform and Control Act of 1986.

REASONABLE ACCOMODATIONS:

If special accommodations are necessary at any stage of the selection process, notify Personnel in writing when submitting the application.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement should be directed to the Personnel/Risk Management Department.