

MONTCLAIR

CAREER OPPORTUNITIES

An Equal Opportunity Employer

POLICE DISPATCHER (LATERAL)

SALARY: \$3,658 - \$4,446/mo.

This is a lateral recruitment for experienced Public Safety Dispatchers, or candidates who have successfully completed, or are currently enrolled in, the Public Safety Dispatcher Basic Course. Under supervision, receives and transmits emergency public safety messages by telephone, voice radio, and alarm signals, and performs related duties as required. **Must work alternating shifts including some weekends and holidays.**

ESSENTIAL JOB DUTIES

Secures and records information as to the exact location and circumstances of emergencies; uses voice radio to dispatch necessary equipment in accordance with predetermined plan, and notifies supervisor on duty; keeps radio contact with officers on assignment; keeps supervising officers informed of situation and dispatches additional record files; maintains communication liaison with other agencies; studies and is familiar with locations of streets, buildings, and patrol beats; and performs miscellaneous clerical duties.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Education and Experience: High School graduate or G.E.D.; one year responsible general clerical, communication, or public service experience; and **must have successfully completed, or be currently enrolled in, the POST Public Safety Dispatcher Basic Course, OR have at least one year of full-time Safety Dispatcher experience including passing the agency's probationary period.** Please give details on your application of class completion or enrollment.

Knowledge of: Police office practices and procedures and basic radio and telephone communications. Knowledge of geography of Montclair desirable.

Special Skills: Type 40 Net Words Per Minute (WPM)

Ability to: operate radio, telephone, and teletype equipment; work any shift (rotating every four months), or day of the week; reason and react effectively in emergency situations; cooperate with others; apply procedures for handling unique problems; work under pressure and shift suddenly to new tasks when priorities change; work rapidly and accurately with names, numbers, codes, and symbols; exercise good judgment with a memory for details; recognize and keep information confidential; and speak clearly and distinctly.

SELECTION PROCESS

1. Completion of Montclair's application form is required. **Applications and accompanying documents will be accepted on a continuous basis.**
2. **All** applicants must submit with their application **A CERTIFICATE OF TYPING PROFICIENCY** at 40 net wpm or better. Certificates must have been issued within the last 12 months, and may be obtained from any qualified agency such as a college, trade school, or employment agency. **No "on-line" typing tests will be accepted unless administered by a qualified agency.**
3. Applicants who have Public Safety Dispatch experience must submit a copy of their **POST PUBLIC SAFETY DISPATCHER CERTIFICATE**, or detail on the application current or past POST Dispatcher employment having passed probation.
4. When a sufficient number of applications is received, applications will be screened for conformance with minimum required and desirable qualifications. Candidates who have taken, or are enrolled in, the Public Safety Dispatcher Basic Course, but do not have practical Dispatching experience, will be required to take a written examination prior to the interview process. Experienced Dispatcher Candidates with the highest qualifications will be invited to participate in a structured oral interview.
5. Names of successful candidates will be placed on an eligibility list from which a selection will be made. Final appointment(s) will be made by the City Manager, upon the recommendation of the Executive Director Office of Public Safety.
6. Successful candidates will be required to pass a psychological evaluation, medical examination including a drug screen, and a background investigation prior to being employed.

APPLICATION PROCEDURE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California, 91763; or on-line at www.cityofmontclair.org. Completed and signed applications must be returned to City Hall, Personnel Division.



Great weather, excellent schools and nearby colleges, outstanding housing values, safe, stable neighborhoods, and recreational pursuits all contribute to a family oriented community with over 62 percent owner-occupied housing.



Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area.



The Montclair Plaza, which opened in 1968, has five major anchor stores, a food court, and over 200 specialty stores that provides major retail shopping for the Inland Empire.



The Montclair Transcenter is home to the Metrolink Station, Omnitrans and Foothill Transit bus services, a park-and-ride facility, and future home of a Metro Gold Line Station.