



**CITY OF EL MONTE
HUMAN RESOURCES DEPARTMENT
Job Opportunity**



POSTING DATE: June 28, 2010

EXAM NUMBER
11-2010

Police Dispatcher - Lateral

This position is in the City of El Monte Police Department. The position is represented by SEIU, Local 721 and is covered by the overtime provisions of the Fair Labor Standards Act (FLSA).

FILING DATE

This recruitment is open until a sufficient number of qualified candidates have applied.

SALARY

\$ 3,670- \$4,461 Per Month

REQUIREMENTS

High school diploma or General Education Degree (GED), and **one (1) year experience as a Police Dispatcher in a law enforcement agency** or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Must possess P.O.S.T. Dispatch Certificate (must be submitted with application).
Must be able to type 35 net words per minute.

Must be available to work holidays and weekends as well as day, night and graveyard shifts.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

ADDITIONAL
REQUIREMENTS

Instructions for Completing your Application: The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements. In the License or Certificate Section of your application, be sure to give Title of Registration, Number, Issue Date, Date of Expiration, and Name of Issuing Agency.

EXAMINATION
INFORMATION

Oral Interview weighted 100%.

After a **CONDITIONAL JOB OFFER OF EMPLOYMENT** is made, candidates must pass a thorough background review including a fingerprint check and polygraph examination. A physical examination with alcohol and controlled substance screening and a psychological examination are required prior to appointment as a Lateral Police Dispatcher.

ELIGIBLE
INFORMATION

The names of candidates receiving a passing score in the examination will be placed in one (1) of three (3) Bands on the Eligibility List. The names will be placed in alphabetical order within each Band. The Eligibility List will be valid for a period of twelve (12) months from the date the List is posted.

ESSENTIAL JOB
FUNCTIONS

Essential Duties include the following: (Other duties may be assigned.)

- Receives calls, complaints and inquiries from the public for police or other emergency services over the phone; answers 911 calls; screens incoming calls to determine necessity, priority and type of response required in accordance with established procedures.
- Dispatch police to the scene of incident; maintain contact with all units on assignment, maintain status and location of police field units.
- Operates multi-channel radio and Computer Aided Dispatch (CAD) system console and related equipment to dispatch law enforcement personnel and equipment.

ESSENTIAL JOB
FUNCTIONS
(Continued)

- Enter, update and retrieve a variety of public safety information via computer and teletype networks. Test and inspect equipment as required; report faulty equipment to supervisors.
- Maintain knowledge of city geography and streets, dispatch procedures and techniques, computer equipment operation, and basic provisions of the California vehicle and penal codes.
- Carry out responsibilities in accordance with the organization's policies and applicable laws.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or the ability required.

Ability To:

Must be able to type 35 net words per minute. A current Typing Certificate (issued within the last twelve months) from an accredited business school, adult school, or employment agency must be submitted with application.

Demonstrated ability to respond under stress. The ability to handle several tasks simultaneously.

Experience:

Must possess at least one (1) year of full time dispatching experience, particularly with computer aided (CAD) systems.

Bilingual preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to type, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.