



CITY OF BAKERSFIELD – TEMPORARY EMPLOYMENT

(Employment may be eliminated at any time based on business necessity)

POLICE DISPATCHER I – TEMP (Job Code: #26379) SALARY: \$19.14/hr.

DUTIES:

- Initially under close supervision, incumbents learn Police Department and City policies and procedures related to the dispatch of emergency and non-emergency calls. As experience is gained, duties become more diversified and are performed under general supervision.

OTHER REQUIREMENTS:

- Ability to quickly learn to operate multiple computer systems, including the 9-1-1 computerized telephone system
- Ability to quickly identify the need for police services, both in emergency and non-emergency situations.
- Willing and able to work varied hours, including nights, weekends and, sometimes, holidays.
- Ability to maintain a professional, calm, empathetic demeanor while handling calls for service.
- Graduation from high school or GED
- Typing – 35 net WPM (Must attach a current typing certificate dated within the last two (2) years with the application)
- Prior to appointment, applicants must successfully complete an investigation of their personal history and background to determine suitability for this position with the Bakersfield Police Department.
- Must meet all California POST minimum selection and training standards for Public Safety Dispatchers.

HOW TO APPLY:

- Only **one** application required.
- Submit City **Application for Temporary Employment, and Voluntary Information Statistical sheet** to Human Resources Office at City Hall, 1600 Truxtun Avenue (661) 326-3773.
- Read and follow **all** instructions on the application. Provide **all** requested information. **Explain all gaps in employment.** Be sure to detail your relevant experience.
- Due to limited resources, we are unable to acknowledge receipt of your application. Be assured that all applications are reviewed and remain on file for six months. Qualified applications are referred to the hiring department as openings occur. The hiring department will interview qualified applicants and make the hiring decision.
- Please advise Human Resources staff if you need special accommodations for any part of the application process.
- All job offers may be contingent on the applicant passing a **pre-employment background check and/or drug screen.**
- **Note:** Temporary employment may not exceed **960 hours in any 12-month period.**