



CITY OF BAKERSFIELD

Department of Human Resources
1600 Truxtun Avenue, Bakersfield, CA 93301
(661) 326-3774 / <http://www.bakersfieldcity.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
POLICE DISPATCHER I (OPEN) #01043**

An Equal Opportunity Employer

SALARY: \$3,333.89 - \$4,053.39/Month

ISSUE DATE: 01/10/18

FILING DEADLINE: 01/24/18 at 1:00 PM Pacific Time

ORIENTATION SESSION (Voluntary not Mandatory): January 17, 2018, City Hall-South, Council Chambers, at 1501 Truxtun Avenue from 5:30 p.m. to 6:30 p.m. Applicants are encouraged to attend this orientation session to receive information, and allow applicants to ask questions about this position and the background investigation process.

NOTE: IT IS HIGHLY RECOMMENDED THAT APPLICANTS APPLY ON-LINE.

HOW TO APPLY: A **COMPLETED City Application, Supplemental Questionnaire and Typing Certificate** must be **received** by the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301 or online at <http://www.bakersfieldjobs.us> by the filing deadline. POSTMARKS will not be accepted. Resumes are highly recommended to be submitted along with the application. **NOTE: EMPLOYMENT APPLICATIONS MUST BE PROPERLY COMPLETED IN ACCORDANCE WITH THE INSTRUCTIONS ON FACE OF APPLICATION FORM. ALL PERTINENT INFORMATION NEEDED TO DETERMINE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS MUST BE SHOWN ON THE APPLICATION, AND REQUIRED TYPING CERTIFICATE; OTHERWISE, THE APPLICATION WILL BE REJECTED. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED CITY APPLICATION AND REQUIRED TYPING CERTIFICATE.**

REPRESENTATIVE DUTIES: The following typical tasks and responsibilities are representative of this class. They are descriptive, not limiting. **Essential Duties:** Operates telephone, radio, computer aided dispatch system and other communications equipment. Receives emergency calls which must be properly processed, including the dispatching of personnel and equipment to scenes of fire, police incidents, accidents, rescue operations, and other emergencies. Receives routine calls and gives information as requested. Receives and transmits messages between field units, receives and transmits messages through the computer aided dispatch system, including police messages locally and nationwide. Prepares and maintains radio, phone, and other log records. Performs related work as required.

MINIMUM QUALIFICATIONS: Applications will be accepted **only from those applicants who properly complete the application and clearly demonstrate on the application, supplemental questionnaire and typing certificate** that they possess the minimum qualifications which include:

- Graduation from high school or attainment of a satisfactory score on a G. E. D. test
- Ability to type 35 net words per minute
- Must be able to pass a police background check and polygraph
- **Desirable Qualifications:** Experience in dispatching, emergency services, or two-way radio operations; ability to adequately perform multiple concurrent tasks; ability to calmly handle emergency situations by obtaining and relaying critical information
- ALL applicants **MUST** be able to work shift work, which includes the night shift, weekends, and holidays. There is a shift differential paid to employees working the night shift. Shift differential pay: \$0.90 or \$1.25 per hour depending on assigned shift.

CERTIFICATE REQUIREMENT: All applicants must attach a **Typing Certificate (dated within the last two years of filing deadline from 1/24/16 to 1/24/18)** certifying **35 NET WORDS PER MINUTE** with the application by the filing deadline. **Note:** Certificates obtained on-line are **unacceptable**. For a list of acceptable testing agencies offering Typing Certificates, please visit the following website: <http://www.americasjobcenterofkern.com> or contact the local America's Job Center of California at 661-325-4473.

OTHER MINIMUM QUALIFICATIONS: Knowledge of: The geography of the city and the location of streets and important buildings. **Ability to:** Learn quickly the operation of telephone, computer aided dispatch, radio and other communication equipment; speak clearly in a well-modulated voice and to use good diction; think and act quickly and calmly in emergency situations; prepare and maintain records and reports; perform multiple tasks at one time.

EXAMINATIONS: ALL APPLICANTS WILL BE NOTIFIED VIA E-MAIL (IF PROVIDED) OF DATE, TIME AND PLACE OF EXAMS: A minimum passing score of 70% is required.

WRITTEN EXAMINATION (Weighted: Pass/Fail) February 9, 2018 (Tentative): Questions may be related to reasoning and problem solving, public contact and telephone communication skills, name and number matching, deductive and inductive reasoning, map reading and interpretation and reactive learning. ***NOTE: The pass point may be set to include those applicants with the TOP WRITTEN EXAM SCORES who achieve a minimum score of 70%. Applicants who are invited to the written examination will be notified to COMPLETE and submit a Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) at their scheduled written examination on February 9, 2018. Applicants who fail to submit a COMPLETED PHS and PIBQ at the written examination will not be allowed to participate in the written examination and will be disqualified from the recruitment process.**

ORAL APPRAISAL INTERVIEW (Weighted 100%) February 22 - 23, 2018 (Tentative): An appraisal will be made of the applicant's education, training, experience, and personal qualifications for the position. Minimum rating of 70% is required.

BACKGROUND INVESTIGATION/POLYGRAPH (Weighted: Pass/Fail): Prior to appointment, applicants must successfully complete a polygraph and investigation of their personal history and background to determine suitability for this position with the Bakersfield Police Department. The Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) will be located on the City of Bakersfield, Human Resources website. **It is highly recommended to review these documents PRIOR to submitting the employment application.**

- * 1. Do you possess a High School Diploma or G.E.D.?
- Yes
 No
- * 2. Do you possess a typing certificate showing a minimum of 35 NET words per minute or more?
- Yes
 No
- * 3. I understand that I must submit a TYPING CERTIFICATE with a minimum of 35 net words per minute (dated within the last two years of the filing deadline - 1/24/16 to 1/24/18) with my application by the filing deadline of January 24, 2018 by 1:00 PM in order to have my application accepted? You may upload the typing certificate to your on-line application; submit in-person to the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301 or Faxed to (661) 852-2070. When delivering or faxing the resume please reference the recruitment name and number (i.e. Police Dispatcher #01043) and submit to the attention of Caryn Claiborne.
- Yes
 No
- * 4. I am available and willing to work shift work including nights, weekends, and holidays in addition to working overtime as assigned?
- Yes
 No
- * 5. Please select each of the following for which you have work experience in:
- Dispatching
 Law Enforcement
 Two-Way Radios
 CLETS, NCIC, California Public Records Act
 None of the above
- * 6. Briefly explain your work experience for each selected item in question #5 (do not put see resume, if none please put N/A):
- * 7. I understand if I am no longer employed with an employer that I've listed in the application under the work experience, that I must explain the reasons for leaving in the space provided?
- Yes No
- * 8. REMINDERS - PLEASE REVIEW AND DOCUMENT THE FOLLOWING INFORMATION:
ORIENTATION SESSION (Voluntary not Mandatory): January 17, 2018, City Hall- South, NW Entrance, Council Chambers, at 1501 Truxtun Avenue from 5:30 p.m. to 6:30 p.m.
WRITTEN EXAMINATION (Pass/Fail) February 9, 2018: Applicants who are invited to the written examination will be notified to complete and submit a completed Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) at their scheduled written examination on February 9, 2018. Applicants who fail to submit the completed PHS and PIBQ at the written examination will not be allowed to participate in the written examination and will be disqualified from the recruitment process. ORAL APPRAISAL INTERVIEW (Weighted 100%) February 22 - 23, 2018 (Tentative). I have reviewed and understand and acknowledge the noted information listed above?
- Yes
 No

* Required Question