THE DEPARTMENT

The Police Department is a modern, innovative law enforcement agency, dedicated to providing public safety, protection and service to the community.

COMPENSATION AND BENEFITS

Salary

- Dispatch Clerk I:

Salary range of $19.07 - $23.18 per hour

- Dispatch Clerk II:

Salary range of $22.12 - $26.88 per hour

Insurance

- City offers CalPERS health insurance plans for full-time and permanent part-time employees and dependents. The City provides additional dental, vision and chiropractic coverage.

Deferred Compensation

- Choice of plans available. Voluntary employee contribution.

Leave Program

- 5 to 21 days vacation leave annually, dependent upon hours worked and years of employment with City.
- 12 days of sick leave annually, provided to full- time employees.
- 13.5 days of paid holidays annually, provided to full- time employees.

Retirement

- CalPERS 2% at 50 program for miscellaneous employees. Both the employer and employee portions paid by the city.

APPLICATION AND SELECTION PROCEDURE

Only the most qualified candidates in relation to the needs of the City of Auburn Police Department will be invited to participate in a testing process.

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation, reference checks, pre-placement medical examination, psychological and polygraph testing. Possession of, or ability to obtain, a class C California driver's license is required.

To be considered for this excellent career opportunity as Dispatch Clerk I/II please submit a City of Auburn Application for Employment and a current resume to:

City of Auburn
1225 Lincoln Way
Auburn, CA 95603
530-823-4211, Ext. 113
Fax 530-823-4209
auburnHR@auburn.ca.gov

Visit the City of Auburn web site at
www.auburn.ca.gov

FINAL FILING DATE:
Open Until Filled

For physical demands and working environment, please request a copy of the job specifications for details.

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice. The City of Auburn is an Equal Opportunity Employer.

AUBURN, CALIFORNIA

IS SEEKING APPLICANTS FOR THE POSITION OF

DISPATCH CLERK I/II
PERMANENT FULL-TIME

POLICE DEPARTMENT

THE COMMUNITY

The City of Auburn is considered one of the best places to live in Northern California. It's bordered by the beautiful American River Canyon and nestled in the western foothills of the Sierra Nevada Mountains. Located at the crossroads of I-80 and historic Highway 49, Auburn is the county seat of Placer County. The City encompasses approximately 7.5 square miles and has a population of 13,100. Situated at elevations between 1,000 and 1,400 feet, the surroundings offer an awesome seasonal change.

Auburn is committed to supporting the arts in the community, including public art, theatre, music, dance and the many local artists that exhibit their works in the art galleries and businesses. One-of-a-kind shopping and dining experiences are offered in the four commercial business districts. Light industry is supported by the city's Airport Industrial Park and the Auburn Municipal Airport. The Auburn State Recreation Area is adjacent to the city and offers numerous rivers and lakes for whitewater rafting and kayaking, boating and recreational fishing. The American River Canyon and beyond has miles of scenic trails, including equestrian and mountain bike trails, running and hiking trails and areas to simply enjoy the beauty and serenity of the great outdoors. Auburn is home to the challenging Western States Endurance Run/ UltraMarathon and the grueling Western States Endurance Ride/Tevis Cup held each year.

All trails lead to Auburn . . .
"Endurance Capital of the World"

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is elected by the City Council. The Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The City Manager oversees the City staff of 85 in the administration of the day-to-day operations. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

THE POSITION

The City of Auburn is currently accepting applications for the position of Police Dispatch Clerk I/II. Under general supervision this position will be involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; dispatches appropriate units and coordinates response of emergency personnel; operates a variety of telecommunications equipment including radio, telephone, and computer aided dispatch systems; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities. Individuals in this class may also be assigned to perform records functions or parking enforcement duties.

QUALIFICATIONS

Education - Equivalent to the completion of the twelfth (12th) Grade.

Dispatch Clerk I

- Two years of increasingly responsible clerical experience that includes customer service in an environment with frequent interruptions.
- Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Dispatcher Certificate.

Dispatch Clerk II

- One year of experience comparable to that of a Dispatcher I with the City of Auburn.
- Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Dispatcher Certificate.
- Candidates who have achieved a t-score of 56.0 (equivalent to 70 percent) or higher will be placed on the Register of Eligibles.

Special Requirements:

- **Must Submit to a pre-employment polygraph and psychological exam**
- **Must be able and willing to work varied**

THE IDEAL CANDIDATE

Knowledge and Ability of:

- Operations, services, and activities of a public safety telecommunications and dispatch ctr.
- Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents.
- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Functions of a Police Department and other City Departments.
- Geographic features and locations within the area served.
- English usage, spelling & grammar.
- Modern office procedures, methods, and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of telephone etiquette
- Methods and techniques of conflict resolution.