



Part-Time Employment Opportunity

LATERAL DISPATCHER

Position is Open Until Filled:
Dispatcher: \$20.46 - \$24.87/hr.

EXPERIENCE AND TRAINING:

To be considered you must be a Lateral Dispatcher. You must have successfully completed the POST Basic Dispatch Academy, and have successfully completed a probationary period as an emergency communications dispatcher at a POST recognized law enforcement agency.

GENERAL STATEMENT OF DUTIES:

Under general supervision of higher level staff, receives and dispatches calls from the public for emergency and non-emergency services; assists with clerical duties within the Police Department and performs other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

Receives emergency service calls from the public; determines nature and location of emergency; dispatches emergency units in accordance with established procedures and policies using a computerized dispatch system; maintains contact with all field units, including accounting for location and status of all units and maintaining records of all field calls; coordinates services with other public and private agencies, including law enforcement, fire department, ambulance, hospital, towing, etc. to request mutual assistance; runs vehicle registration checks and warrant checks on subjects and relays information to Officers in the field; enters, receives, distributes and broadcasts Teletype information; performs dispatch related clerical duties including, but not limited to, processing and filing of various logs, reports, citations, and licenses; data entry, photo copying, copying of recorded information, and DOJ fingerprint processing; monitors scanner and Public Works radio, takes appropriate action as necessary; supports front office function as necessary during business hours; is responsible for front office functions during non-business hours; performs other related duties as assigned;

QUALIFICATIONS:

Knowledge of: Local and state laws including California Penal Code, California Vehicle Code, Health and Safety Codes and the City of Arcata Municipal Code; City of Arcata geography; standard office practices; multi-line telephone systems; computer aided dispatch (CAD) and record management systems (RMS); Teletype systems and dispatch related software; police radio communications.

Ability to: Remain calm while obtaining information from individuals who are in crisis, often involving life or death situations; perform multiple tasks under pressure, with accuracy and speed; operates personal computer using both standard and specialized software; work independently including organization and prioritization of daily tasks; operate multi-line phone, TDD phone, Teletype and police radio systems; perform routine office practices; apply principles and practices of effective customer service; read maps and give accurate and detailed directions; establish and maintain cooperative working relationships with those contacted in the course of work; maintain strict confidentiality in relation to information received in the course of work.

ADDITIONAL REQUIREMENTS: Must be willing and available to work a variety of shifts including nights, weekends and holidays; must be willing to travel to attend meetings and/or trainings as necessary; ability to sit for extended periods of time as required; must be able to handle emergency situations while remaining calm.

PHYSICAL REQUIREMENTS: Must be able to perform the physical aspects of the job, including sitting for periods of time; operating standard office equipment, including a computer; hearing and speech to communicate in person, over the telephone and dispatch radio; lift, push, pull, and carry up to 25 lbs.; interact with a variety of people in emergency or customer contact situations while multi-tasking.

APPLICATION/SELECTION PROCESS:

Application materials are available from and must be turned in to:

**Arcata Police Department
736 F Street
Arcata, CA 95521, (707) 822-2428**

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The City of Arcata is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential City employees must complete a required pre-employment physical examination, receive DOJ fingerprint clearance, and have a satisfactory driving record (if required to drive for city business).

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