The Community

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

Selection Process

Due to an anticipated large volume of response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

To Be Considered

If you are interested in this outstanding career opportunity, please consider submitting your application, supplemental questionnaire and certification of typing speed through our online application process at www.cityofpleasantonca.gov. Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566.** Typing certifications more than one year old will not be accepted. Certifications must be obtained by a temporary employment agency. Online typing certifications will not be accepted. A list of recommended agencies is available upon request from our Human Resources Department. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Wednesday, November 19, 2014. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources.

Compensation & Benefits

$5,665 - $6,885 per month

Choice of One of Three Comprehensive Health Plans
Dental Plan
Life Insurance Coverage of $35,000
11 Paid Holidays
Floating Holidays
Paid Sick Leave
Long Term Disability Plan
Annual Vacation Beginning with 10 Days
PERS Retirement Plan

THE CITY OF PLEASANTON

Announces

EMPLOYMENT OPPORTUNITY FOR

Police Dispatcher

Full-Time Regular
$5,665 - $6,885 per month

Filing Deadline
5:00 p.m., November 19, 2014

Please apply online at:
www.cityofpleasantonca.gov

The Department

The Pleasanton Police Department's mission is to work in collaboration with our community to protect life and property, while enhancing the quality of life in our city. This shall be accomplished through the creative use of resources, community education and involvement, and interactive problem solving. We will strive to maintain trust, understanding, and mutual respect within our department and our city.

Organizational Values

Professionalism- As individuals and as an organization, we place high value on honesty, and adhere to the standards embodied by the Law Enforcement Code of Ethics.

Commitment- As an organization, we will devote our full energy and resources to fulfill our department's mission.

Partnerships- We will work in conjunction with our community to identify needs and devise strategies for crime prevention and problem solving.

Responsiveness- We will address the needs and concerns brought forth by the community and our organization.

Safety- We will proactively provide police services through a balance of traditional and contemporary law enforcement practices to enhance the quality of life in our community.

The Position

This position performs a variety of duties in connection with the dispatch of Police Department units, Public Works units as necessary, and the maintenance of police records. The Police Dispatcher position makes independent judgments in emergency situations, deals with the public in sensitive situations, and performs skilled typing and related clerical work, often of a confidential nature.

Typical duties include:

- Answering emergency and non-emergency telephones and conducting interviews with callers to determine the nature of the call, priority and appropriate response and/or action.
- Dispatching Police Department units and, as necessary, Public Works units.
- Taking police reports and processing requests for routine information received in person and by telephone or radio.
- Performing a variety of clerical duties including: typing, confirming warrants, taking reports from citizens, fingerprinting, and processing applicable reports and records.
- As necessary, assisting in the processing and transport of prisoners which includes the performance of matron duties.
- Operates a variety of equipment including typewriter, word processor and computer terminals and assists in the training of new personnel.

Candidate Requirements

The ideal candidate for Police Dispatch will be a seasoned professional in emergency dispatch and will possess:

- At least two years public safety dispatching experience.
- A high school diploma or G.E.D. equivalent.
- A valid California driver's license.
- The ability to complete the Basic POST Dispatcher training within one year of appointment.
- Ability to type 35 wpm net of errors **(typing certificate is required at the time of application, please see the "To Be Considered" section for details.)**
- The knowledge and skill to perform duties described above.
- The skill to respond correctly, calmly and quickly under emergency conditions.
- The ability to communicate clearly and precisely.
- The ability to work rotating shifts that include weekends and holidays.