



EMPLOYMENT OPPORTUNITY

CITY OF SAN FERNANDO

Personnel Office, 117 Macneil Street, San Fernando, CA 91340 (818) 898-1220

THE PERSONNEL OFFICE IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL TIME POSITION IN THE POLICE DEPARTMENT:

DISPATCHER/JAILER

Open Competitive Examination

SALARY: \$3,059 - \$3,790 PER MONTH, PLUS CITY PAID RETIREMENT (SALARY EFFECTIVE 07/01/04)

CLOSING DATE: July 9, 2004, 5:00 P.M. (POSTMARKS AND FAXES ARE NOT ACCEPTED)

DEFINITION

Under supervision, performs a broad range of highly specialized police-related duties; works within major areas of the Police Department, including the Communication Center, jail and front lobby reception areas; processes prisoners and maintains jail security; operates a variety of police equipment, including police radios, vehicles and computers; receives and relays emergency calls, information and messages; dispatches police and other emergency units as well as performs clerical work related to police operations.

IMPORTANT AND ESSENTIAL DUTIES

Receives and evaluates requests for police service by telephone or in person; operates police switchboard and radio, communications center computer and equipment necessary in the dispatching of police officers to calls for service in the field; keeps logs, types forms and records, and prepares reports; receives the public and answers complaints and inquiries or routes to proper police personnel for assistance.

Receives, books, fingerprints and photographs prisoners; conducts breath meter tests; searches prisoners' persons and property, including visual body cavity and strip searches same-sex prisoners.

Assists prisoners in making telephone calls; conducts jail inspections to insure the health and safety of prisoners; administers First Aid to prisoners; safeguards prisoners' property. Receives bail monies, issues release citations and releases prisoners as authorized by law.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Training and Experience - High school graduation or it's equivalent and one year clerical experience including or supplemented by the operation of a computer keyboard, radio or telephone are required. Experience as a Dispatcher and/or Jailer is desirable.

Knowledge and Abilities - Thorough knowledge of basic office practices, procedures and operation of equipment, including computer-aided radio dispatch and record keeping system; knowledge of jail operations and booking procedures; ability to operate computer and perform data processing input to police computer records system; ability to effectively perform, at a minimum, all dispatcher/jailer duties; ability to communicate effectively both orally and in writing; ability to read street maps, learn and interpret rules and regulations, deal tactfully and effectively with the public under trying conditions; ability to cope with emergencies, transcribe or compose clear and accurate reports as well as maintain effective working relationships with others. **Ability to speak Spanish is highly desirable.**

SPECIAL REQUIREMENTS - Must possess a valid California Class III Driver's License at time of appointment and as a condition of continued employment.

May be required to complete the Police Dispatcher Basic Training Course and Corrections Officer Course. **Will be required to work weekends, nights and holidays under a modified work schedule.**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, reach, lean, operate a computer keyboard, calculator, telephone for long periods, lift supplies/forms, and tolerate exposure to vibration, pitch, and glare from a computer.

Please see reverse side for additional information

▪ *About the City of San Fernando*

The City of San Fernando was incorporated on August 31, 1911 as a General Law City and presently encompasses about 2.42 square miles, with approximately 24,000 residents. It is located in the North San Fernando Valley in the County of Los Angeles.

San Fernando is known as the "Mission City," and is a careful blend of residential, commercial and industrial development. It's location offers easy access to major freeways and the recreational and cultural activities of the Southern California area. California beaches are only a short drive away and nearby mountains offer a wide range of winter sports. The City has a number of conveniently located elementary and high schools with major colleges and universities within short commuting distances.

The City employs approximately 158 full time equivalent employees.

▪ *Employee Benefits*

- 5% Longevity Salary increase after 10 years of continuous service. Additional 2% after 20 years, and 3% after 30 years.
- Fully paid medical, dental and vision insurance for employee and dependents. \$10,000 term life insurance for employee.
- Public Employees Retirement System (PERS) 3% at 60 formula integrated with Social Security.
- 12 days Sick Leave per year with maximum accumulation of 100 days.
- Two weeks annual Vacation, one additional week after 4 years of service, and another additional week after 14 years of service.
- 12 paid Holidays per year.
- Tuition reimbursement of up to \$3,000 per fiscal year.
- \$100 Bilingual pay per month to eligible employees.

▪ *Employment Process*

The City of San Fernando only accepts applications for positions that are currently open. All interested applicants must complete a City application. We must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any of a combination of written, oral, or performance examinations. Applicants who require special testing arrangements must contact the Personnel Office prior to the final filing date. Candidates who successfully pass the examination process are then placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screening performed by the City's designated physician, at the City's expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, religion, and disability status in employment or the provision of services.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

Posted 06/10/04

City application forms can be obtained via:

**Our 24-Hour Job Hotline:
(818) 898-1200 ext. 503**

**Our website:
www.ci.san-fernando.ca.us**

**San Fernando City Hall:
Personnel Office
117 Macneil Street
San Fernando, CA 91340**