

An Invitation to apply



SHERIFF'S DISPATCHER CLERK

Calaveras County

FFD: Open Until Filled

Calaveras County Human Resources
891 Mountain Ranch Road
San Andreas, CA 95249
24-hour job line: 209-754-6332
Office: 209-754-6303
Fax: 209-754-6333
E-mail: hr@co.calaveras.ca.us
www.co.calaveras.ca.us



Click to visit the Sheriff's website



Click for
County
Application

\$16.66 per hour
EXTRA-HIRE

**TO ESTABLISH A PART-TIME
/ON-CALL LIST**

Under general supervision, to receive and transmit radio and telephone communications in the Sheriff's Department via the County's 9-1-1 dispatch center. Dispatch law enforcement and non-fire personnel and equipment as needed and to perform a variety of clerical duties and other related work as required

Testing will be conducted in November. Please submit an application and if you meet the qualifications you will be added to a test list. Once a testing date has been set you will be notified of when and where to appear. Approximately 2-3 weeks after you test you will be notified of the results.



MINIMUM QUALIFICATIONS

Knowledge Of:

Use of the English language, including proper use of vocabulary terms, spelling, grammar and punctuation.

Skill and Ability To:

- Learn radio, telephone and dispatching skills and codes.
- Speak clearly and distinctly.
- Understand and follow written and oral directions.
- Receive and accurately transmit information orally and in writing in a professional manner.
- Deal effectively with those who may be in an emergency situation and emotionally distraught.
- Work calmly and effectively in a variety of situations.
- Learn law enforcement procedures and terms.
- Type 40 words per minute and operate a variety of office machines including computer equipment, radios and multi-line telephones.
- Maintain records for emergency disaster plans, including updating manuals and OES policy references as required.
- Answer non-emergency business lines for Sheriff's Department.
- Work variable shifts, including nights, weekends and holidays.
- Prepare and maintain various records, logs and files.
- Establish and maintain effective working relationships with fellow employees and the public.

License/Certificates

Possession of a valid California Driver's License.

Candidates in possession of the Basic Dispatcher Course and EMD certificate will be given first consideration

Education and Experience:

Equivalent to graduation from high school and one year of responsible experience dealing with the general public.

APPLICATION AND SELECTION PROCESS

Interested individuals must submit the following:

Calaveras County, current resume, and cover letter

Following successful completion of the oral interview, a background investigation that will include a computer voice stress test analysis examination will be completed on the top candidates. Applicants who successfully complete the background investigation will then be scheduled for a psychological examination by rank. In addition, a fit for duty medical examination will be completed. Successful completion of all phases of the County's testing process is required.

Final Filing Date: APPLY IMMEDIATELY! OPEN UNTIL FILLED