



# TOWN OF ATHERTON

**THE TOWN OF ATHERTON  
INVITES APPLICATIONS  
FOR:**

**INTERNAL / EXTERNAL  
OPPORTUNITY**

## **DISPATCHER | RECORDS ASSISTANT**

**SALARY: \$8,469.44 - \$10,294.66**  
Monthly

**Open until filled**

### **APPLICATION PROCESS**

Send the completed packet via  
email to:  
[agarciadawson@athertonca.gov](mailto:agarciadawson@athertonca.gov)

Candidates with a disability, which  
may require special assistance in  
any phase of the application or  
selection process, should advise  
upon submittal of application.

### **SELECTION PROCESS**

Interviews  
Tentatively Scheduled for the  
**Late February / Early March**



### **ABOUT THE CITY**

The Town of Atherton is approximately five square miles. The City is located in the San Francisco Peninsula in Southern San Mateo County. Atherton is a small, rural, and residential community, with no industrial land-use base. Native trees cover the five miles of town. Atherton's current population is 7,133 according to the California Census in 2020.

### **ABOUT THE POSITION**

The Town of Atherton invites you to apply for the position of Dispatcher / Records Assistant for the Police Department. This is an internal and external opportunity. The position requires an individual to use a radio or other equipment to dispatch appropriate units to the scene of an emergency, keep radio contact with units on patrol & on assignment; Keep on-duty Patrol supervisor informed of the current situation and dispatch additional units when so advised; maintain a variety of automated police records; operate teletype terminal to send outgoing messages & receive incoming; assist citizens at the counter by furnishing appropriate information or by referring them to the appropriate department or division. Monitor a variety of radio frequencies & alarms that may result in the transmission of assignments or requests to other police agencies, the Fire Department, & Town of Atherton vehicles. Build & maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

### **THE IDEAL CANDIDATE**

Will embrace the Town's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; understand terminology and procedures used in public safety dispatching; operation of communications equipment, including multiple telephone lines and radio systems; record keeping and filing principles and practices; techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **SELECTION PROCESS**

**A letter of interest and current resume is required.** All submissions will be reviewed for accuracy, completion, relevant education, experience, training, and other job-related qualifications. An extensive background includes a polygraph examination, completion of the POST Personal History Statement along with medical and psychological exams if selected.

Those meeting the stated qualifications / requirements will be reviewed for selection to participate in the interview and evaluation process for the position. Those selected to participate in the competitive process will be provided with the details of the testing process, which has been tentatively scheduled for **late February or early March**.

# TOWN OF ATHERTON

## BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS)
- Opportunity to select from a variety of health plans that are administered by PERS including health insurance, health care and dependent care reimbursement
- Dental & vision insurance
- Employee Assistance Program
- Vacation for less than 3 years of service equals 10 working days per year, accrual not to exceed 320 hours.
- Sick leave is accumulated at a rate of 3.69 hours per bi-weekly pay period with no maximum cap.
- 11 Town holidays per year

## Our Police Mission:

To Serve with Honor, Integrity and Professionalism.

## DEPARTMENT GOALS:

- **Customer Service** – Professional, courteous, and quality police services.
- **Proactivity** – Crime prevention through proactive methods
- **Training** – Quality training for all personnel
- **Disaster Preparedness**
- **Employee Safety and Wellness**

## MINIMUM QUALIFICATIONS

*Sufficient education, training and/or work experience to demonstrate possession of the knowledge, skills and abilities, which would be typically acquired through:*

### Education & Experience

- Equivalent of a high school diploma and one years of any combination of dispatching, general office support, or secretarial experience, preferable in a law enforcement setting.

### Licenses & Certifications

- Possession of, or ability to obtain, a valid Public Safety Dispatcher Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (POST)

### Physical Demands:

- Must possess mobility to work in a standard office setting and use standard office equipment; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone

### Working Conditions:

- Must pass a detailed background investigation. May be required to work holidays, weekends and off-hours shifts.

For more information, please contact Management Analyst, Alexis Garcia-Dawson at [agarciadawson@athertonca.gov](mailto:agarciadawson@athertonca.gov) | 650.752.0503

[The Town of Atherton is proud to be an Equal Opportunity Employer!](#)

