

THE ATHERTON POLICE DEPARTMENT INVITES APPLICATIONS FOR:

THE POSITION:

FULL TIME DISPATCHER/RECORDS ASSISTANT

MANDATORY QUALIFICATION:

❖ **Completion of the Basic Dispatcher Course (120 hours) at the time of application.**

TYPICAL DUTIES:

Use 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.

KNOWLEDGE:

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.

COMPENSATION PACKAGE:

The current monthly salary for this position is: \$7,238.96 - \$8,799.00.

Benefits include: Public Employee Retirement system (PERS- Classic or new); Medical, Dental and Vision Insurance; Educational Assistance Plan; flexible spending accounts; deferred compensation.

If you are interested in applying for this position, please submit a letter of interest and resume to:

Atherton Police Department
ATTENTION: JENNIFER FREW
83 Ashfield Road
Atherton, CA 94027
jfrew@ci.atherton.ca.us

The filing deadline is January 31, 2020

Following the closing date, letters and resumes will be screened and the qualified candidates will be invited to participate in oral interviews with Command Staff. Applicants must pass a background investigation, which will include a polygraph, medical and psychological exams.

