



COUNTY OF GLENN



Is recruiting for a

EMERGENCY DISPATCHER I/II

DEADLINE TO APPLY

Friday, January 28, 2022

COMPENSATION

I - \$18.20-\$22.11 Per Hour

II - \$20.10-\$24.45 Per Hour

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

THE SELECTION

PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

The Emergency Dispatcher I/II position in the Sheriff's Department performs a variety of difficult work in the provision of 24-hour-per-day, seven-days-per-week public safety emergency dispatch service, including all 911 communications. Emergency Dispatcher I is the entry level class in the Emergency Dispatcher series. It differs from Emergency Dispatcher II in that the II level is fully trained as a dispatcher and may provide training for the Dispatcher I. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to effectively communicate with and elicit accurate information from upset, emotional or irate citizens.

WHAT YOU'LL DO

- Receives incoming calls from the public; determines type of assistance required, including law enforcement, fire or ambulance personnel, etc., and dispatches emergency and non-emergency radio and telephone communications to appropriate jurisdictions and agencies.
- Operates a law enforcement 911 communications network.
- Maintains radio communications with field personnel as necessary to relay messages and information, and to determine the location and safety of field personnel.
- Performs a variety of clerical duties as required, including but not limited to answering business telephones; processing and/or maintaining department records, including case files; compiling information and statistics for reports; preparing criminal history reports; entering/cancelling/retrieving data on computer; ordering supplies, copying and filing documents, etc.
- Processes civil, misdemeanor, juvenile and felony warrants.

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to learn rules and regulations quickly and interpret them correctly.
- You have knowledge of modern office procedures and technology.
- You are able to read maps quickly and accurately.
- You have knowledge of standard radio broadcasting procedures and rules.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I - No experience is required. II - One year of responsible experience in emergency communications and dispatching, or the completion of the Emergency Dispatcher Training Program in Glenn County.

EDUCATION:

I/II - High school diploma or GED equivalent.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, January 28th, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.