

COUNTY OF GLENN



EMERGENCY DISPATCHER I/II

DEADLINE TO APPLY: WEDNESDAY, JULY 16, 2025

COMPENSATION: I: \$24.79 - \$30.14 II: \$25.92 - \$31.50 per hour

Glenn County employees are offered an excellent **benefits package**.

Applications must include:

- Glenn County Employment Application
- Resume
- Cover Letter

The Glenn County Sheriff's Department is seeking energetic, motivated individuals interested in an exciting career as an Emergency Dispatcher. Emergency Dispatchers operate communications equipment, answer emergency and non-emergency calls from the public and dispatch the appropriate law enforcement, fire, or emergency personnel.

THE IDEAL CANDIDATE

The ideal candidate will have the ability to react quickly, efficiently, and calmly in an emergency situation; speak and write clearly and concisely; memorize and recall names and locations of highways, streets, and buildings; deal effectively and tactfully with public safety personnel and general public.

EXAMPLES OF DUTIES

- Operates a law enforcement 911 communications network.
- Monitors multiple radio channels.
- Maintains radio communications with field personnel as necessary to relay messages and information, and to determine the location and safety of field personnel.
- Accurately logs all telephone and radio communications activities.
- 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.
- Processes civil, misdemeanor, juvenile and felony warrants.
- May provide training for new dispatchers.

Refer to the **job description** for a full list of duties.

EXAMINATION INFORMATION: The CitiCall software tests 911 and public-safety dispatcher, call taker, and telecommunicator applicants for the multitasking and computer skills necessary in today's dispatch and telecommunication environment. CitiCall provides agencies the power to evaluate the actual skills and multi-tasking abilities coveted in a computer-aided telecommunication environment.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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.

COMMITMENT TO SERVICE

DEDICATION TO COMMUNITY

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications must be received by **5:00 PM on Wednesday, July 16, 2025.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written 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 Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

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.

COUNTY OF GLENN JOB OPPORTUNITIES



About Glenn County: Glenn County has a population of 29,132 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.