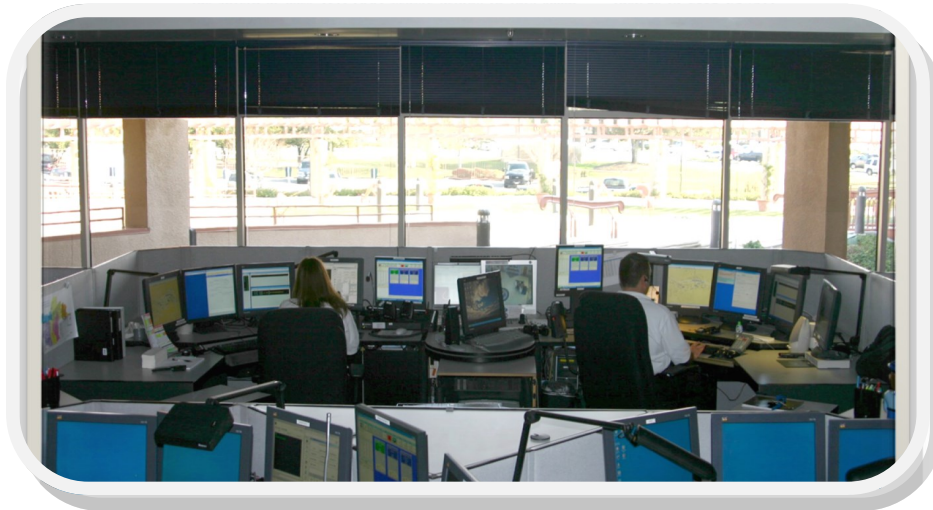




# CITY OF SIMI VALLEY

*Announcing an Outstanding Career Opportunity*

## **Police Dispatcher (Lateral)**



**Salary:** \$25.43—\$32.45 per hour, plus excellent benefits. Medical is fully paid for most plans (including family coverage) as specified in the current union contract.

### **Position:**

Performs a variety of dispatching duties for emergency and non-emergency calls, dispatches police officers to calls for services, and operates a variety of communication equipment including radio, telephone, and computer systems.

Working shifts for this position consists of a 4/10 (varied) work schedule including nights, weekends, and holidays. Schedules rotate every four months and may change to a 3/12 when needed.

### **Minimum Qualifications:**

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

**Education:** Equivalent to the completion of the twelfth grade. Additional specialized training in communications or a related field is desirable.

### **Experience:**

Two years of increasingly responsible communications or dispatch experience.

### **License or Certificate:**

Possession of, or ability to obtain, a Peace Officer's Standards and Training (POST) Basic Public Safety Dispatcher certificate within one year of employment.

### **The Ideal Candidate will possess:**

- A moderate level of knowledge, skills and proficiency in the functions of a Police Communications Center
- Understand and practice confidentiality and be comfortable in a fast-paced environment
- Be customer-focused and be able to multi-task while maintaining accuracy
- Possess strong technical and customer service skills to be part of the team

### **Testing Process:**

- Oral Interview
- A thorough background investigation, which includes a medical, psychological, polygraph, and drug/alcohol screening.

*The City of Simi Valley is an Equal Opportunity Employer*

## **Benefits:**

**Defined Benefit / Pension Plan:** Retirement benefits calculated based on employee's years of service, age at retirement, and final compensation (average salary over a specified period of employment);

**Deferred Compensation:** 457 available with immediately vested City match and/or contribution;

**Basic Life Insurance for employees and their dependents:** provided at no cost; option to purchase additional life insurance at our group rate is available;

**Annual Leave:** Vacation & sick leave combined into one account;

**Paid Holidays:** 11 paid holidays per year;

**Annual Leave Cash Out:** Employees can cash out accrued annual leave;

**Tuition reimbursement:** Reimbursement for tuition and textbooks;

**Coverage Start:** Health, Dental and Vision coverage beginning the 1<sup>st</sup> of the month following hire date;

**Simi Flex Dollars:** Generous City contribution which in most cases covers the full cost of family health plan premium;

**Health Plan:** Choice of multiple PPO and HMO options from Anthem, Blue Shield, Health Net, Unitedhealthcare and Kaiser;

**Prescription Drug Plan:** Major retail options and mail order program;

**Dental Plan:** Choice of PPO or HMO from Delta Dental;

**Vision Care:** Provided by VSP for exams and eye wear;

**Employee Assistance Program (EAP):** Confidential counseling and referral service to help employees and their household members resolve personal problems, provided by MHN;

**Optional Insurance from AFLAC:** Available plans include accident, cancer, hospital and critical care.

City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

[www.simivalley.org](http://www.simivalley.org)

Questions? Contact Human Resources via e-mail at [jobs@simivalley.org](mailto:jobs@simivalley.org) or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

## ***Application and Recruitment Process***

This recruitment is open until filled and may close at any time. Apply online at [www.Calopps.org](http://www.Calopps.org).

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

**Selection Process:** Candidates who possess the best combination of qualifications will be invited to the testing process; an invite is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

