



THE COUNTY OF SUTTER

Invites Applications

for

PUBLIC SAFETY DISPATCHER I

\$18.32 - \$26.47/Hourly

FINAL FILING DATE:

November 30, 2018

Written Examination & Prevue Assessment: Tentatively Scheduled for **12/14/18**

This is the only date the exam & assessment will be given; please plan ahead to attend (all day)

A valid typing certificate at 30 wpm or higher is required for the Public Safety Dispatcher I position. The valid certificate must meet Sutter County's requirements and must be submitted with the Calopps.org application to move forward in the selection process. No Paper Applications, Resumes or Typing Tests will be accepted for this recruitment. Please see typing certificate information on the next page.

THE POSITION: *Sutter County is currently recruiting for two vacancies that will be filled at either the I, II or III Lateral level depending upon qualifications. To be considered, applicants must apply for each level they feel they are qualified for. The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.*

Under immediate supervision, receives and transmits emergency and routine voice radio messages; dispatches required equipment and personnel in accordance with established policies and procedures; and performs clerical support related to communication activities. Shift work, evening and weekend work is required for this position.

JOB DUTIES: Monitors radio receiver for all communications concerning the Sheriff's Office, including radio traffic of other related safety agencies; receives emergency and other type messages, securing and recording information as to location and nature of emergency or incident; categorizes and prioritizes calls; dispatches appropriate personnel and equipment according to standard operational procedures, instructions from a superior, or by individual judgment; coordinates emergency calls; relays information and requests for assistance involving other public safety agencies; maintains two-way radio communications with emergency cars and other emergency units on assignments; maintains contact with units on assignment, including monitoring status and location of units; conveys information/instructions to caller as necessary to assist until dispatched units arrive on scene; operates a computer terminal to obtain information as requested on drivers, vehicles, wanted suspects, and other pertinent data; enters, updates and retrieves information from computer networks relating to wanted persons, stolen property, vehicle registrations, warrants and other information; notifies and keeps superiors informed as to emergency situations and general activities; acts as receptionist at public information window; performs routine clerical work including data entry, typing, filing, indexing, and maintaining records; maintains radio log and other records on incoming messages and calls; prepares and/or generates various forms, correspondence and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; copies and distributes maps, correspondence, reports, and related documents; maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review; maintains file system of office records; maintains inventory of office supplies and initiates requests for new or replacement materials; answers the telephone, provides information, takes messages and/or directs calls as appropriate; communicates effectively and coherently over radio channels while initiating and responding to radio communications; responds to requests for information or assistance; maintains a knowledge of the geography and street locations of the County; performs fingerprinting function as needed; processes citations and concealed weapons permits.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Modern office practices and procedures including filing and record keeping methods; clerical activities related to an organization's programs and operations; basic mathematics; standard office equipment; and basic computer applications and techniques.

Ability to: Learn policies and procedures utilized in dispatching units to emergencies; learn radio codes used in public safety work; learn local road system and geographical layout; operate radio equipment quickly and calmly in routine and emergency situations; work under pressure; understand, retain, and transmit data while performing several functions at one time; analyze situations accurately and take effective action; establish and maintain effective working relationships with department staff, various public agencies, the general public, and others contacted in the course of work; communicate effectively both orally and in writing; prepare and maintain accurate reports and records; perform clerical work of average difficulty; operate communications equipment and standard office equipment; operate a computer keyboard accurately and with appropriate speed; and utilize various software programs relevant to the position; type at 30 words per minute

Education and Experience: One year of experience performing general office duties or completion of high school, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Ability to think and act quickly in emergencies; requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate communications equipment by performing multiple hand and foot functions simultaneously; remain calm in emergencies; understand, retain, and transmit data while performing several functions at one time; analyze situations accurately and take effective action; must have normal hearing in both ears.

Other Requirements: Incumbents will be required to undergo and satisfactorily complete an extensive personal background investigation because incumbents are required to deal with sensitive/restricted material from the Federal, State and local departments of justice; an evaluation of oral communication skills; a pre-placement medical examination.

License: P.O.S.T. certified 80-hour Basic Complaint/Dispatcher course within twelve months of the date of hire.

The recruitment process for this position includes completing an application, successfully providing a valid typing test at 30 W.P.M. (net); successful participation in the POST Dispatcher test and Prevue Assessment inventory; participating in oral interview(s) and for some positions, successfully passing a bilingual examination or sign language examination. Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

A Typing Certificate

showing the ability to type at 30 w.p.m is required for all Public Safety Dispatcher positions & must be submitted with your CalOpps.org application.

Paper or e-mailed typing certificates will not be accepted.

Sutter County will only accept typing certificates from bona fide agencies provided they meet the requirements stated below.

Sutter County **will not** accept typing certificates from online typing certificate companies.

Each of these items must be seen or indicated on your typing certificate:

- **Your first and last name**
- **Agency Letter Head**
- **Signed and dated by test administrator (Must be within one year)**
- **Minimum 3 minute typing test (internet and/or online tests are NOT acceptable)**
- **Gross Words Per Minute including the number of errors and/or % of accuracy -OR- Net Words per Minute**

If any of this information is not on the certificate, it will not be accepted.

Typing Certificates are accepted from the following:

- **Employment Agencies (may be subject to fees)**
- **Other Counties**
- **One Stop Employment Services**

Information on nearby agencies:

Sutter County One Stop
950 Tharp Road
Building 1000
Yuba City, CA 95993
530-822-5120

** Testing Administered:
Monday-Friday
9:00-5:00 pm

Yuba County One Stop
Resource Room
1114 Yuba Street
Marysville, CA 95901
530-749-4918 or 749-4893

** Testing Administered:
Monday-Friday
8:30 - 5:00 pm

** No appointment necessary

** Schedule is subject to change please call to confirm.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS) in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.