



RECRUITMENT ANNOUNCEMENT

RESERVE DISPATCHER

\$13.72/hr. - \$16.82/hr.

THE POSITION: Under general supervision, performs a variety of support services including technical work in answering and processing all incoming emergency and non-emergency telephone and radio communications received for police, fire and animal control; routine clerical and administrative work; provides customer service to the general public; keeps official records; assists in the administration of the standard operating policies and procedures of the dispatch center; assists in the Records Division as needed and performs related responsibilities as required. Non-sworn position; works various shifts including nights, weekends and holidays.

QUALIFICATIONS: A typical qualifying entrance background is equivalent to high school diploma or GED with one (1) year of related dispatch experience or clerical duties with public contact involving customer service, telephone contact, typing, filing, record keeping, accounting, bookkeeping, or cashiering. Possession of a valid and appropriate California Driver's License issued by the State Department of Motor Vehicles without record of suspension or revocation in any state. Requires knowledge of computers and electronic data processing; modern office practices and procedures, including business math calculations, recordkeeping, cashiering, customer service, and effective communications. Incumbents must be able to think and act quickly and retain composure in stressful situations. Type 35 WPM; typing certificate obtained within the last six months must be attached to the completed application. Online typing tests will not be accepted. E-mailed test results from typing test websites will not be accepted. Applicants shall be non-users of tobacco and shall be required to sign a statement affirming that, as a condition of continued employment, they shall refrain from using tobacco.

SELECTION PROCESS: Applications and supporting material will be reviewed and evaluated. Applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written examination, oral board interview, background investigation, department interview, post-offer drug screening, and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. (559) 591-5900, **Open Until Filled.** A City application is required. www.dinuba.org EOE

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*