



EMPLOYMENT OPPORTUNITY

DISPATCHER

Applicant must successfully complete the California Commission on Peace Officer Standards and Training (POST) certified Dispatch examination prior to appointment. (Examination will be held within approximately one month after receipt of application.)

SALARY

\$22.62 - \$29.81 per hour, plus benefits

FILING DEADLINE

CONTINUOUS

DUTIES AND RESPONSIBILITIES

Under general supervision from the Captain or Designee, the Dispatcher will receive and transmit routine and emergency requests for sheriff, police, fire, ambulance and/or emergency assistance and dispatch-required equipment; perform responsible clerical work of moderately high difficulty; and operate complex electronic and video terminals for automated information retrieval. The major duties of the job include:

- On assigned shift, receive and dispose of incoming telephone and voice radio calls; if an emergency call, secure and record information as to the exact location, and use radio to dispatch necessary emergency units, including sheriff, police, fire department and ambulance personnel and equipment.
- Maintain status of units on assignment; keep Department officials informed of situations and dispatch equipment when so advised.
- Log all sheriff and police calls for service; compile data and prepare reports of reported emergencies, equipment dispatched, and/or status of emergency.
- Relay emergency and non-emergency information to public safety personnel in the field; interpret information from units in field which may be sketchy, broken or in code.
- Process arrest warrants, as necessary, and maintain warrant log; provide proper notification to other criminal justice agencies conducting inquiry of warrant status.
- Provide emergency medical instructions over the phone, as necessary.
- Relay information to other agencies as required; relay the nature of incident.
- Perform administrative support work related to activities including logs, reports, applications and correspondence.
- Perform routine computer systems maintenance.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Education

Equivalent to the completion of the twelfth grade.

Experience

Some experience performing duties similar to dispatching emergency services.
Must successfully pass the POST Entry-Level Dispatcher Selection Test Battery.

Minimum Age

Must be at least 18 years of age at the time of appointment.

Licenses and Certifications

Must possess and maintain a valid California driver's license and a satisfactory driving record throughout employment

Must successfully pass an extensive background check, physical exam and drug screen.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to sit for an entry level written examination.

HOW TO APPLY

It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Job bulletins and the Lassen County application are available at the address noted below or visit Lassen County Personnel at our website at: <https://lassencounty.org>. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

UPDATED: March 18, 2024

👉 GENERAL INFORMATION 👈

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.