



UNIVERSITY OF CALIFORNIA UC RIVERSIDE

The University of California, Riverside
invites applications for the position of:

Dispatcher

- Salary Range:** \$24.00 - \$34.01 Hourly
\$50,112 - \$71,013 Annually
- Opening Date:** 09/12/18
- Closing Date:** Open Until Filled
- Work Schedule:** Shift work on a rotating basis including day, swing, night, and overtime may be required. Work will include shift assignments on weekend's holidays.
- Employee Benefits:** Generous vacation and sick leave
Several medical plans to choose from
100% employer covered Dental (HMO/PPO) and Vision Plan (VSP)
403(b) Plan and 457(b) Deferred Compensation Plan
Discount on your degree or continuing education

Position Purpose:

Under the general supervision of the Communications Supervisor, the Dispatcher will dispatch routine and emergency communications in support of a 24 hour 7 day per week operation at the UC Riverside Police Department. The Dispatcher is responsible for entering calls into the Computer Aided Dispatch System (CAD); managing and routing 9-1-1 and Police telephone calls, and prioritizing dispatched calls for service to ensure the safety of all field personnel. The Dispatcher is also responsible for operating and monitoring numerous radios on various frequencies; monitoring fire, robbery and intrusion alarm systems; making inquiries and entries into computer systems; disseminating information to the proper authority; and operating numerous computer systems with connections to local, State and Federal Law enforcement systems.

Minimum Requirements:

- 1.) Any combination equivalent to graduation from high school and two years of experience performing complex administrative work
- 2.) Demonstrated skill in correct English usage, spelling, punctuation, and grammar
- 3.) Rapid and accurate typing

The Selection Process:

Best qualified applicants will be invited for a pre-employment assessment and oral interviews. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phases of the recruitment. This position requires a thorough background investigation, pre-employment medical, and a final interview with the Chief of Police prior to appointment.

Applications may be filed online at: www.jobs.ucr.edu, click on Staff Jobs, and search for Job Number 201806131102 or click [here](#)