

ABOUT WEST-COMM

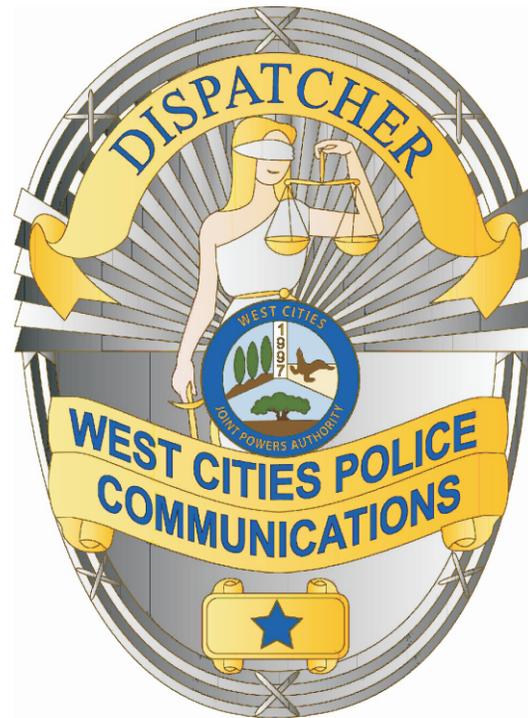
The West Cities Police Communications Center (West-Comm) was formed by a Joint Powers Agreement between the cities of Cypress, Los Alamitos and Seal Beach. The center is located at the Seal Beach Police Department, just one mile from the ocean and the historical Old Town District. Its state-of-the-art equipment includes Motorola Gold Elite radios, Vesta 911 telephone systems, flat panel monitors and ergonomic sit-stand dispatcher consoles. The center has large windows providing natural light and beautiful views in three directions. West-Comm is a civilian-managed organization committed to providing quality public safety services. To achieve this, it values diversity among staff and encourages each employee to take personal responsibility and make individual contributions. It is committed to professional and technical progress and motivated performance while serving as the vital link between the public and the police agencies it serves. West-Comm also provides dispatch services to the Orange County Harbors, Beaches, and Park Rangers.

EMPLOYEE BENEFITS

The terms and conditions of employment as a Part-Time non-Cal PERS employee shall be administered in accordance with West-Comm Policies and Procedures, the West-Comm Personnel Rules and Regulations and the West-Comm Compensation and Benefits Resolution. As required by law, a Part-Time non-Cal PERS employee must be enrolled in a mandatory retirement program under the Omnibus Reconciliation Act of 1990 ("OBRA"). An employee contribution of 7.5% of base earnings is required. Accumulated employee contributions plus interest earnings may be withdrawn at the end of employment. Other benefits as required by law include coverage for worker's compensation and unemployment insurance.

EQUAL OPPORTUNITY EMPLOYER

West-Comm does not discriminate on the basis of race, religion, creed, sex, color, national origin, ancestry, age, disability, marital status, sexual orientation or gender identity. Equal employment opportunity will apply to all personnel actions, including but not limited to, recruitment and selection, training, promotions, compensation, evaluation, discipline and layoffs.



Consider a Career as a
Police Dispatcher
with West Cities Police
Communications Center!

**PART-TIME
POLICE
DISPATCHER**
Experienced



**PART-TIME HOURLY SALARY
\$24.47 - \$31.24 (PER DIEM)**

Applications accepted on a continuous basis.
Open/competitive recruitment.

ESSENTIAL FUNCTIONS

West-Comm is looking for enthusiastic, flexible, and dedicated Police Dispatchers who have a proven background in job performance. The Police Dispatcher serves as the primary link between the public and the Police Officers in the field. You will receive emergency telephone calls and assist citizens with requests for service and general inquiries. Each call is evaluated and the appropriate Public Safety personnel are dispatched to handle the situation. Such decisions will frequently be made on an independent basis with after-the-fact supervisory review. Responsibilities also include using the Computer-Aided Dispatch (CAD) and Records Management System (RMS), maintaining records, and performing typing assignments which include data entry.

IDEAL CANDIDATE

You are an ideal candidate if you:

- Possess journey level knowledge of and skills in receiving, evaluating, prioritizing and relaying calls for emergency and non-emergency public safety assistance;
- Understand the uses and capabilities of CAD (computer aided dispatch) and can operate a sophisticated CAD system quickly and accurately;
- Demonstrate knowledge of public safety classification codes, procedures and policies related to dispatching emergency personnel and equipment;
- Listen actively, use effective questioning techniques, and express yourself in English in a clear, distinct, and understandable manner when speaking;
- Develop and maintain effective and cooperative working relationships with co-workers and the public;
- Understand the philosophy and be committed to perform Community Oriented Policing within a communications center environment; and
- Possess knowledge and experience in CLETS and records paperwork.

QUALIFICATIONS

Age:

Minimum 18 years of age at time of application.

Education:

High School Diploma or G.E.D.

Experience:

- **One year of current satisfactory service as a public safety dispatcher in a law enforcement or fire agency** or a similar situation or equivalent as determined by West-Comm;
- Successful completion of a probationary period as a public safety dispatcher or equivalent position with another public agency or a similar situation; and
- Proficient operation of a high level Computer Aided Dispatch (CAD) system, public safety radio system and telephone systems;
- **Part-Time Police Dispatchers must be available to work at least 20 hours per month.**

Other Requirements:

- Ability to type at a corrected rate of 40 NET words per minute at time of application;
- Must possess a valid California Driver's License with a satisfactory driving record.
- Must be able to pass a thorough background investigation including a fingerprint check;
- Prompt and regular attendance is required. Must be available to work a varying 24 hour schedule, on an intermittent basis including weekdays, weekends, holidays, and special events;
- Must be of good moral character and free from conviction of a felony or serious misdemeanor;
- Possession of a P.O.S.T. Public Safety Dispatcher certificate or equivalent is highly desirable;

APPLICATION PROCEDURE

This recruitment is open and continuous. West-Comm may choose to close the recruitment at any time if there is no longer a need for the position. To be considered for this position you must submit a completed, official West-Comm **Employment Application and Supplemental Questionnaire.**

You must submit a signed and dated copy of a valid **Typing Proficiency Certificate**, two years old or less, showing a corrected typing speed of at least 40 NET words per minute. If you do not complete and submit all required information, your application may be disqualified from further consideration.

You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting <http://www.west-comm.org/Openings.htm> and downloading these materials, or you may request these materials by calling West-Comm at (562) 594-7243. No faxed or e-mailed materials will be accepted. Submit hard copy application materials to:

**West Cities Communications Center
911 Seal Beach Blvd
Seal Beach, CA 90740
(562) 594-7242**

SELECTION PROCESS

Application materials will be screened for qualifications. Those applicants determined to be most qualified for the position will be invited to participate in the selection process which may include, but not be limited to: Sit-Along Evaluation (Pass/Fail), and a structured technical and career preparation oral interview process (weighted 100%).

After a **CONDITIONAL OFFER OF EMPLOYMENT** is made, a physical examination with alcohol and controlled substance screening and a psychological examination are required prior to appointment as a Police Dispatcher. A polygraph examination may be administered.

Special Accommodation for legal disability if a written request accompanied by proper documentation is submitted to the West Cities Communications Center five days prior to testing.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be nullified or revoked without notice.