

## Compensation & Benefits

Monthly salary for this position is \$4,637 - \$5,637 DOQ. Current benefit features include:

- 2.5 % @ 55 public employment retirement (PERS) package; the 8% employee paid portion of the PERS retirement contribution is tax-deferred; five years to vest.
- Cafeteria Benefit Plan for employees/dependents includes Teamster Local 856 trust fund for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.
- 192 hours of general leave time per year. General leave may be used for vacation, sick, personal and emergency leave.
- Thirteen paid holidays, including one floating holiday.
- City paid term life insurance; supplemental life insurance coverage is optional.
- Voluntary Long-Term Disability Insurance, AD&D Insurance, and Deferred Compensation Plan.

## Application & Selection Process

To be considered for this position, submit a City application and typing certificate dated within the last six months (with a minimum typing speed of 45 net wpm) to the Human Resources Department or place in the Employment Application drop box (located near the entrance to City Hall) before **5 P.M., January 19, 2006**. City applications may be obtained from our website at [www.fremont.gov](http://www.fremont.gov), by calling 510-494-4660, or from the Human Resources Department at 3300 Capitol Ave, Fremont, CA 94538. Based on a review of application materials submitted, the most qualified candidates will be invited to participate in the selection process, which may include a written examination, individual or group interviews, complete background investigation, or other related components.

You may be exempt from taking the POST Communication written Dispatcher test if you: 1) have taken the POST Communication Dispatcher test after December 15, 2004 and have a T-Score of 57 or greater, 2) are a current dispatcher with a law enforcement agency or 3) have completed a POST certified Dispatch Academy. Please provide verifiable documentation with your application.

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER**

### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the examination by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Career Opportunity



Invites Qualified Applicants for the Position of

**Police Communications Dispatcher**

Monthly Salary  
\$4,637 - \$5,637 DOQ

Application Deadline:  
January 19, 2006  
5:00 p.m.

## **Fremont Has Much to Offer**

Fremont is a family-friendly city with great schools, beautiful parks, and a low crime rate. It is the fourth largest city in the Bay Area, with a population of 210,000 and is nationally recognized as an innovative leader in municipal government. The City offers a supportive team atmosphere, plus competitive salaries and great benefits. It has an exceptional workforce of 900 employees, with leadership provided by the City Manager and City Council.

## **The Position**

The Police Communication Dispatcher will dispatch emergency and non-emergency police personnel in response to calls for service and provide information to law enforcement personnel in the field. Candidates appointed to this position will work in a state of the art communications environment, which operates 24 hours a day, 365 day per year. The position's unique work schedule is an 11-hour workday, 4 days on and 4 days off (with 6 month shift rotations), which allows employees an opportunity for frequent weekends and holidays off. All Police Communication Dispatchers can participate in an on-duty exercise program and apply for specialized dispatch positions.

## **Examples of Duties**

- Receive, monitor and transmit verbal messages over a variety of communications networks;
- Receive information, questions and requests for service from callers who may be injured, confused or abusive;
- Obtain accurate information under difficult conditions;
- Record, classify and maintain records of all communications;
- Prioritize calls for service and dispatch appropriate services which affect the outcome of public safety service.

## **Candidate Profile**

The ideal candidate will possess the following knowledge and abilities:

- Knowledge of: written and oral communication techniques and practices; formats used in handling information for a variety of law enforcement communication networks.

- Ability to: learn the principles and techniques of radio communication and record keeping; coordinate the work of law enforcement personnel in the field; project a clear, distinct speaking voice; read and interpret maps; act with resourcefulness, courtesy and initiative; receive requests and complaints; provide required information or refer to appropriate personnel; learn the geography of the City of Fremont; maintain neat and accurate records; communicate effectively with people from a variety of socio economic backgrounds; read and write at the level required for successful job performance; understand and carry out verbal and written instructions; maintain physical condition appropriate to the performance of assigned duties and responsibilities, which include sitting for extended periods of time and operating assigned dispatch equipment; establish and maintain cooperative working relationships; operate a variety of communications and office equipment; work rotating shifts/hours, including nights, holidays and weekends.

## **Education & Experience**

Any combination of education and experience that demonstrates possession of and competency in necessary knowledge and abilities, such as: graduation from an accredited high school (GED or CHSPE may be substituted for a high school diploma) and one year of successful full-time responsible experience performing work where the essential functions of the job involved public contact, computer usage, or heavy telephone traffic.

## **Special Requirements**

Positions in this classification require the ability to type a minimum of 45 net wpm. Candidates must successfully pass a complete background investigation, including drug testing as mandated by the Department of Transportation anti-drug program, and be able to distinguish and interpret meaning of colors on video display terminals.