



NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY

Invites Applications for the Position of

Entry Level Fire Dispatcher

\$4,167 to \$5,065 Monthly

THE AGENCY: The North County Dispatch Joint Powers Authority was formed in June of 1984. The JPA consists of eight member agencies and four contract agencies who agreed to jointly exercise all powers for the purpose of providing dispatching and emergency communication services for fire protection, medical and security services. The Agency serves over 300 square miles with a total combined population of approximately 608,050. The Agency is governed by a Board of Directors appointed from each of the eight member agencies and employs a staff of 26, including several part-time dispatchers.

THE POSITION: Under the general supervision of the Shift Supervisor, Dispatchers will receive, evaluate, and process incoming requests for emergency and non-emergency Fire Department, Paramedic, and Patrol responses.

MINIMUM QUALIFICATIONS:

- Typing Certificate documenting 35-wpm or greater (corrected).
- Must have a High School Diploma or equivalent.
- Communicate verbally and in writing as well as speak clearly and concisely over the radio and telephone.
- Hear, understand, and speak the English language.
- Respond to calls quickly and calmly and make sound decisions in emergency situations.
- Retain and relay information received under stressful conditions.
- Communicate with people of diverse social and cultural backgrounds.
- Understand and follow written and oral instructions. Calmly relay written pre-arrival medical instructions to difficult/hysterical callers.
- Exercise independent judgment and work with minimal supervision.

- Establish and maintain working relationships with other agencies.
- Operate a computer keyboard at a speed necessary for proficient job performance.
- Learn geographic features and streets in the JPA communities.
- Comprehend and make inferences from written material.
- Read, interpret, and give directions from maps and/or computer GIS mapping.
- Handle simultaneous events effectively.
- Learn Fire Department, Medical and Patrol terminology and jurisdictional boundaries and available types of emergency services.
- Understand and interpret rules, regulations, policies and procedures.

WORK SCHEDULE: This position currently works one of the following shifts:

- A 24-hour shift (7:00 a.m. – 7:00 a.m., three platoon system working 10 days per month). Each shift is paid for 18 hours of work with a 6-hour “sleep period” during every 24-hour work cycle.
- Two 12-hour shifts including nights, weekends, and holidays. The candidate may be assigned to work the day shift (currently 10:00 a.m. – 10:00 p.m., or 11:00 a.m. – 11:00 p.m.) or night shift (currently 7:00 p.m. – 7:00 a.m.).
- This position may also be required to work overtime during emergency situations or staffing shortages.

SALARY: From \$4,167 to \$5,065 monthly (Full-time position). This position is considered an FLSA non-exempt position.

BENEFITS: Some of the current benefits for this position include the following:

- Generous health, dental, life and disability insurance programs are available.

- Holidays: The JPA currently observes eleven (11) paid holidays per year.
- Excellent vacation/sick leave policies are included.
- PERS retirement 2.7% at 55-years of age is currently provided. An 8% Contribution is paid by employee.
- Bilingual Compensation is \$75 per month.
- Uniforms: Uniforms provided.

TO APPLY: If you are interested in this position, please submit an application, supplemental questionnaires, valid typing certificate and resume to:

**North County Dispatch JPA
Personnel Department
P.O. Box 410
Rancho Santa Fe, Ca 92067
Job Line (858) 756-6066
www.ncdjpa.org**

FINAL APPLICATION DATE: Applications will be accepted until 5:00 p.m., Tuesday, March 23, 2010. (Postmarks or faxes will not be accepted if the original application is not received by the filing deadline date.)

Candidates with a disability which may require special assistance in any phase of the application or testing process should advise North County Dispatch JPA – Personnel Department, upon submittal of application. Documentation of the need for accommodation must accompany the request. The North County Dispatch JPA is an Equal Opportunity Employer (EOE).

The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. The selection schedule and process will be determined after the final filing date. The final selection will be made by the Administrator of the JPA. ■