



UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

Public Safety Dispatcher or Assistant Public Safety Dispatcher (Entry & Lateral Opportunities)

Salary: \$41,832 - \$71,088 (starting salary based on experience and training)

Join the UCSF Police Department and Make a Difference...

The University of California, San Francisco Police Department provides contemporary police services including criminal investigation, community policing, crime prevention and suppression, emergency management, and site security services to a daily population of approximately 33,000 people.

Built in 1897, UCSF includes the 107-acre Parnassus campus that is home to graduate professionals in dentistry, medicine, nursing and pharmacy; a graduate division for pre- and postdoctoral scientists; UCSF Medical Center; UCSF Children's Hospital; and Langley Porter Psychiatric Institute. UCSF is considered one of the nation's premier health sciences teaching, training and research centers.

UCSF, which encompasses more than 15 major sites in San Francisco in addition to its Parnassus Heights location above Golden Gate Park, also includes UCSF Mount Zion and maintains partnerships with two affiliated institutions, San Francisco General Hospital Medical Center and the Veterans Affairs Medical Center. UCSF's newest campus is a world class biomedical research facility located at Mission Bay across from the SF Giants AT&T Park.

DESCRIPTION:

The Public Safety Dispatcher is responsible for the general operation of the UCSF Communication Center, which consists of the following. The incumbent must exercise considerable judgment in processing telephone calls for 911 police, fire, medical and non-emergency services; input information into a Computer Aided Dispatch (CAD) System; input data into the various Law Enforcement Telecommunications Systems and read and understand the printout information once it is obtained; operate a multi-channel radio system under emergency as well as non-emergency circumstances, adhere to FCC rules and regulations in the course of its operation and audibly monitor radio traffic; operate a hand-held two-way radio for communications; maintain various logs; process various alarms; and perform other duties as assigned.

QUALIFICATIONS (Entry - Assistant Public Safety Dispatcher):

- High school diploma or GED equivalent
Possess interpersonal and verbal communication skills to effectively interact with diverse groups of people
Be able to pass medical examination and psychological assessment
Have no felony convictions and no history of substance abuse
Valid California Driver's License
Requires bending, squatting, climbing stairs; pushing/pulling up to 25 pounds; reaching above shoulder level; sitting, standing, walking; carrying/lifting 21-30 pounds; repetitive movements of upper extremities
Excellent customer service and effective problem-solving skills
Demonstrated record of excellent attendance and reliability
Ability to pass an intensive background investigation and fingerprinting

QUALIFICATIONS (Lateral - Public Safety Dispatcher):

Lateral candidates must meet the required Entry level qualifications above. In addition, lateral candidates will also have successfully completed a POST-Certified 120-hour Basic Complaint/Dispatcher course and completed a twelve month probationary period working as a call taker, communications level dispatcher or related position with a public safety agency within the last three years which demonstrates possession of the required knowledge, skills and abilities.

BENEFITS:

Three weeks vacation during first year. Benefits also include full medical, dental and vision insurance, legal plan, supplemental disability insurance and participation in the UC Retirement System.

HOW TO APPLY:

Applicants may submit their resume to the UCSF Human Resources website http://ucsfhr.ucsf.edu/careers/ referencing job number 27766BR. For more information, visit www.police.ucsf.edu/jobs.