



West Cities Police Communications

911 Seal Beach Boulevard, Seal Beach, CA 90740
(562) 594-7232 Fax: (562) 594-7250

EXPERIENCED POLICE DISPATCHER EMPLOYMENT OPPORTUNITY

Rate of Pay: \$3,772 - \$4,585 per Month

3% Negotiated Increase Effective June 30, 2006 (\$3,885 - \$4,723 per Month)

The West Cities Police Communications Center

The West Cities Police Communications Center (West-Comm) is an agency formed by a Joint Powers Agreement between the cities of Cypress, Los Alamitos and Seal Beach. Our newly constructed center opened in October 1997. The center is located at the Seal Beach Police Department, just 1 mile from the ocean and the historical Old Town District. Our state-of-the art equipment includes Motorola Gold Elite radios, a newly upgraded Vesta 9-1-1 telephone system and flat panel monitors throughout. The Communications 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, we value diversity among our staff and encourage each employee to take personal responsibility and make individual contributions. We offer a competitive salary and benefit package as well as several employee recognition programs. West-Comm offers many promotional opportunities for career oriented professionals. We are committed to professional and technical progress and motivated performance while serving as the vital link between the public and the police agencies we serve.

The Position

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 West Covina Service Group Computer Aided Dispatch (CAD) and Records Management System (RMS), maintaining records, and performing typing assignments which include data entry.

The Ideal Candidate

Proudly Serving the Communities
of

Cypress

Los Alamitos

Seal Beach

West Cities Police Communications Center

We are looking for enthusiastic, flexible and dedicated Police Dispatch professionals. The ideal candidate must have at least one (1) year of employment equivalent to full-time in a public safety dispatch position, have successfully completed a probationary period with current employer and have a proven background in acceptable job performance.

The ideal candidate will possess the following knowledge, skills, abilities and experience:

- A conscience work ethic that includes reporting for work as assigned
- Ability to interpret and give both verbal and written instructions
- Excellent verbal and written communication skills
- Ability to speak clearly and concisely over the radio and telephone
- Ability to interpret rules, regulations, policies and procedures
- Keyboard skills
- Ability to make sound decisions using all available information
- Skill to accomplish tasks in a controlled, effective manner, including while handling critical incident calls
- Ability to develop and maintain effective and cooperative working relationships with co-workers and the public

***Police Dispatchers are required to work holidays and weekends, as well as day, night and graveyard shifts.**

Qualifications

Must possess a High School diploma and any combination of experience, education and training that provides the required knowledge, skills and abilities for the ideal candidate as specified above including one year of full-time experience performing police dispatching duties with a law enforcement agency.

Other Requirements

Must be a U.S. citizen of good moral character and free from conviction of a felony or serious misdemeanor.

How To Apply

On behalf of West Cities Police Communications Center, the City of Cypress Personnel Division is assisting with this recruitment. A required West-Comm Employment Application and Supplemental Questionnaire may be obtained from the Cypress Personnel Office at 5275 Orange Avenue, Cypress, CA 90630, or by calling West-Comm at (562) 594-7242. Employment materials are to be submitted complete and in type written or legible print form by the final filing date noted on this job bulletin. An incomplete and/or illegible application may be removed from the selection process. A resume will not be considered in lieu of an employment application. Applications may be submitted on-line at www.ci.cypress.ca.us/jobopps/westcomm.htm.

The Selection Process

Proudly Serving the Communities
of

Cypress

Los Alamitos

Seal Beach

West Cities Police Communications Center

The selection process for those applicants considered most qualified will include, but may not be limited to, an appraisal panel interview with West-Comm supervisory and/or management staff (weighted 100%).

A **CONDITIONAL OFFER OF EMPLOYMENT** is contingent upon a candidate's successful completion of a thorough background review including employment history, with acceptable results as specified for the position considering acceptable agency law enforcement standards and a fingerprint check. Prior to placement in the position, a candidate must complete with acceptable results a medical examination (includes Alcohol and Controlled Substance Screening) and a psychological examination to determine if (s)he meets the physical and psychological requirements to perform the essential functions of the position. **UPON PLACEMENT**, a candidate must submit proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform and Control Act of 1986.

Reasonable Accommodation – Special accommodation for legal disability if a written request accompanied by proper documentation is submitted to the Cypress Personnel Office five days prior to testing.

Disaster Service Worker – Public service employees are designated as Disaster Service Workers in the event of a major disaster (Gov. Code, Div. 4, Chp. 8, Sect. 3100).

Employee Benefits

A competitive package is provided which includes West-Comm paid medical, dental, vision, retirement in the California Public Employees' Retirement System (PERS 2% @ 55), Life Insurance, Short-Term/Long Term Disability Insurance, Educational Incentive Pay, Tuition Reimbursement, Shift Differential Pay, Bilingual Pay, Employee Assistance Program, and paid leave programs, including 12 Holidays and Comp Time. Lateral Dispatchers are allowed to use vacation time after 3 months of employment. West-Comm Police Dispatchers work a 3/12 work schedule.

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

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.

Final Filing Date OPEN UNTIL FILLED

Proudly Serving the Communities
of

Cypress

Los Alamitos

Seal Beach