

**CITY OF FIREBAUGH**  
**JOB DESCRIPTION**  
**DEPT: POLICE**  
**Implemented 08/02/2017**  
**Until Position is Filled**



**Part-time**  
**POLICE DISPATCHER**  
**OFFICE ASSISTANT**

**\$15.21 per hour / 20 hours per week**



The Firebaugh Police Department is currently searching for individuals interested in a part-time dispatch/office assistant position. This individual will work 4 hours a day, or as needed. Other duties; work full shift when required, work special events and details.

This position is for a dedicated individual who is able to cover shifts consisting of day, swing, graveyard, holidays, weekends, and shift holdovers. Selected individuals will be exposed to privilege and confidential information, and will go through a thorough background process. Therefore, applications will be reviewed very carefully, and only those who have met all qualifications will be invited to continue in the selection process.

## **QUALIFICATIONS**

- Graduate from a high school or a GED.
- No felony convictions.
- U.S. Citizen or Resident Alien.
- 18 years of age at the time of application.
- Possess a Valid California Driver License.
- Spanish speakers are encouraged to apply.
- Possess P.O.S.T. Dispatch Certificate, but not required.

## **Ability to:**

- Undertake and satisfactorily complete required and assigned in-service training programs, as well as, other mandated training requirements.
- Think logically and act quickly in emergencies and judge situations and people accurately.
- Learn City geography, noting streets, building locations.
- Learn, understand, and interpret laws and regulations.
- Communicate in English clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Successful completion of the department's field training program within 12 weeks.
- Work a variety of shifts, weekends, holidays, weekends, and when needed.
- Ability to learn and understand radio and statute code.

*The City of Firebaugh is an Equal Opportunity Employer.*

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**Deadline: 09-13-2017 at 3:00 PM**



**Education/Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

**Education/Training:**

Equivalent to the completion of the twelfth grade.

Additional college level course works and specialized training in law enforcement, criminal justice, P.O.S.T. Dispatch Certificate or a related field is highly desirable.

**Experience:**

Some work experience in secretarial, customer service, California Police Dispatcher or other work experience that demonstrates a general aptitude for police work.

**License or Certificate:**

Possession of an appropriate, valid California driver license.

Possession of, or the ability to obtain, CPR and First Aid certification.

**NOTE:** The information contained in the job announcement is subject to change and does not constitute either an expressed or implied contract.

An incomplete application will not be considered. Resumes are not accepted in lieu of application. P.O.S.T. Certificate(s) must be received upon submitting application.

**SELECTION PROCESS:**

- Application screening
- Oral interview
- Background investigation
- Chief's interview
- Medical exam and drug screening

Interested and qualified applicants must submit a letter of interest, an official City Application, resume and official DMV Driver License printout. All documents must be free of creases and must be placed inside a **sealed** 9 in. x 12 in. Clasp Envelope.

Immediately following the filing deadline, hopefuls who meet the minimum requirements will be scheduled for an oral interview, and Chief's interview.

Reference checks, Live Scan, Background Investigations, Physical testing are part of the employment process and background standards.

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A final interview will be held with the Police Chief prior to appointment.

City applications are available at the following City website:

<http://firebaugh.org/wp-content/uploads/2014/08/JobApplication.pdf>

**Please submit application and resumes in care of:**

**Firebaugh City Hall**

**Attention: City Clerk**

**1133 P Street**

**Firebaugh, California 93622**

**Deadline: September 13<sup>th</sup>, 2017 by 3:00 PM**

**A resume in-lieu of a complete City of Firebaugh Application,  
facsimile, and/or postmark will not be accepted.**