



CITY OF ATASCADERO
IS ACCEPTING APPLICATIONS FOR
PART-TIME WORKER 21
SUPPORT SERVICES TECHNICIAN
(DISPATCHER) – LATERAL

- ***SALARY RANGE: \$ 21.21 per hour – No benefits***
 - ***FILING DEADLINE: Open until filled***

APPLICATION PROCEDURE

Applications may be obtained from the City of Atascadero website at www.atascadero.org, at City Hall which is located at 6500 Palma Avenue, Atascadero, CA, or by calling (805) 461-5000 8:30 a.m. to 5:00 p.m. Monday through Thursday. An original and signed City of Atascadero Employment Application must be completed and received in the City Manager's Office by the final filing deadline stated above. Recruitment packet documents will not be faxed out. **Applications/resumes will not be accepted by E-mail or FAX.** A résumé of three pages or less may supplement the application but **may not** be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All applications will be reviewed for accuracy, completeness and job-related qualifications. The recruitment process may consist of, but is not limited to the initial paper screening and an oral interview. A limited number of top applicants will be invited to interview. Finalists will be required to pass a thorough background check which will include a fingerprint-based criminal background check using the LiveScan System.

THE POSITION

Under general supervision, prioritizes and determines appropriate response to emergency and other calls for service involving police, fire and medical personnel. Performs a variety of technical, clerical and public contact work and performs related work as required. Schedule: varies depending on need of the Department and dispatch center.

EXAMPLES OF DUTIES

Receives and dispatches through an automated CAD system all emergency and non-emergency calls for police, fire and medical services received by telephone, in person or by radio and through computer terminal teletype and alarm systems; equipment dispatched and disposition of incidents; and performs other related work as assigned.

QUALIFICATIONS

Minimum (1) year current experience working for a public safety law enforcement agency and successful completion of the 120-hour P.O.S.T. approved Public Safety Dispatch course.

Knowledge, Skills and Abilities: Computer use, correspondence, forms, reports and other materials common to operation of a police department. Skilled in the use of various computer programs commonly utilized in the department. Ability to operate standard office machines. Ability to multi task, provide quality customer service to the public in person and via telephone, perform duties under pressure, exercise tact, judgment and discretion; ability to communicate in proper English in voice and written communication.

THE DEPARTMENT

The Atascadero Police Department is comprised of: Police Chief, Police Commander, Sergeants, Corporals, Officers, Support Services Supervisor, Support Services Lead Technician, Support Services Technicians, Property Evidence Technician, Record Technician, Administrative Assistant, Cadets, and other part-time volunteers. In addition, the Police Department oversees the operations of the Recreation Division of the City of Atascadero.

THE CITY OF ATASCADERO

Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 28,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

EMPLOYEE BENEFITS:

This position is part-time and is not eligible for benefits, although the employee will be covered for Worker's Compensation and enrolled in a FICA substitute program as mandated by law. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an INS Employment Eligibility Verification form. Possession of a valid California Driver License is required. Successful candidates must present a DMV driving record and proof of vehicle insurance. The documents must be presented prior to starting work.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero City Manager's Office by the final filing date if you will need special accommodations due to a legally defined disability to participate in this selection process.

CITY OF ATASCADERO – CITY MANAGER'S OFFICE – HR DEPARTMENT
6500 Palma Avenue, Atascadero, CA 93422
(805) 461-5000
www.atascadero.org