

Now accepting applications for:

# Police Communications Dispatcher (Entry Level)

Salary: \$59,700 – \$72,576 Annually DOE



## The Position

The Sebastopol Police Department is looking for dedicated and ambitious applicants for the position of Police Communications Dispatcher (Entry Level). The Sebastopol Police Department is moving forward in its pursuit of community policing as a philosophy, management style, and an organizational strategy that promotes police and community partnerships. We know great people like you can help us build it better. If you want to be part of a department that is focused on community policing in a progressive family-oriented city, we invite you to join the team that makes a difference in our community.

Apply now for this exciting opportunity for Police Communications Dispatcher (Entry Level)!

## Sebastopol Police Department

The Sebastopol Police Department is a full-service law enforcement agency tasked with providing public safety services to the Sebastopol community. The department is organized into three divisions – Administration, Operations, and Technical and Support Services – and is managed by the Chief of Police, Police Lieutenant, and Police Records and Support Services Manager. Our Police Sergeants, Police Officers, Dispatchers, Police Technician, Reserve Officers, and Community Service Volunteers work collaboratively with our community to deliver professional police services and provide a safe environment for the residents and those who work and visit this wonderful City.





# The Ideal Candidate Will

- Exercise sound judgment. tact, discretion, professionalism, and impartiality
- Make sound decisions in emergency situations
- Remain calm under stress
- Effectively and professionally communicate verbally and in writing
- Effective listening skills
- Be reliable and trustworthy
- Strong customer service focus
- Respect and value working in a diverse environment
- Flexible – adapts well to changing situations
- Ability to multitask
- Demonstrate teamwork and ability to work collaboratively
- Demonstrate initiative, alertness, integrity, reliability, and courtesy
- Detail-oriented with excellent organizational skills
- Ability to learn and effectively and accurately operate standard communications equipment and systems
- Possess a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate
- Have the ability to satisfactorily complete the Public Safety Dispatchers Basic Course as required by P.O.S.T. within 12 months of appointment
- Possess previous related experience and/or training in a law enforcement environment
- The ability to speak, read, and/or write in the Spanish language desirable



# The City

The City of Sebastopol is a small semi-urban community located in California, on the western edge of the Santa Rosa plain. It's 56 miles north of San Francisco, 7 miles west of Santa Rosa, 13 miles east of Bodega Bay and the Pacific coastline, and about 10 miles from the Russian River recreation area. The City, incorporated in 1902, currently has a population of about 7,800 people and serves a trade area population in excess of 50,000 people.

Sebastopol has a Council-Manager form of government, with five Council members elected at-large. The City has its own Police, Fire and Public Works departments, as well as other city departments. With a very low crime rate, Sebastopol remains among the safest cities in Northern California.

## Benefits

- Choice of Kaiser or REMIF Anthem Blue Cross Health Insurance for employee and dependents
- Employer contributes 100% Kaiser premium. Employee pays premium difference for Blue Cross
- Employer contributes 100% Dental & Vision Benefits
- Life Ins. – \$50,000 for employee. Employee may purchase increased coverage
- Long-term Disability Ins. administered through PORAC
- Child Care Benefits – Optional in exchange for dental benefits
- PERS Pension Plan (2% @ 55 for Classic Members. 2% @ 62 for PEPRAs Members (hired after 01/01/13). Uniform Allowance is not PERSable income for PEPRAs members
- Uniform reimbursement of \$800 per fiscal year
- Deferred Compensation Plans are available
- Worker's Compensation benefits
- Vacation, and Sick Leave accrual benefits.
- 15 paid Holidays; Funeral, Medical, Family & Personal Leave benefits
- Payroll Direct Deposit
- Position is Non-Exempt and eligible for overtime pay as applicable
- Bilingual Incentive Pay (Basic: \$125/month, Advanced: \$175/month)
- Educational incentive ranging from 5.5% to 11%
- Longevity Pay granted after completion of 8 years at 2%, 15 years at 4% and 20 years at 6%



## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and one (1) to three (3) months related experience and/or training; or the equivalent combination of education and experience.

## Certificates, Licenses, Registrations

Possession of a valid California Driver's license.

Satisfactorily complete the Public Safety Dispatchers Basic Course as required by P.O.S.T. within 12 months of appointment.





# The Selection Process

The deadline to apply is July 8, 2022, before 5:00 PM PST. To be considered for this exciting opportunity, candidates should apply at [www.bit.ly/DispatchEntry](http://www.bit.ly/DispatchEntry).

**Part I – Application Appraisal: (Pass/Fail)** All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education requirements. An application and required supplemental questionnaire must be submitted through the on-line tracking system. A resume may be included; however, a resume will not be accepted in lieu of a completed application. Materials must be complete and clearly indicate the candidates meets the minimum qualifications. All statements made on the application, resume, and supplemental questionnaire are subject to verification.

**Part II – Written Examination: (Pass/Fail)** Verbal, Reasoning, Memory, and Perceptual Abilities Assessment. This assessment will be conducted remotely.

**Part III – Oral Appraisal Interview: (Pass/Fail)** Candidates successful in Part I and Part II will be invited to the next step in the selection process which will be an Oral Appraisal Interview. The interview will evaluate training, experience, and other job-related qualifications for the position. Candidates successful in Part III will be placed on a Qualified List of candidates. Candidates who are placed on the Qualified List may be invited for a hiring interview and may be required to complete the POST Personal History Statement and a comprehensive background investigation.

**Part IV – Law Enforcement Background Investigation (Pre and post offer hiring process)** All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process such as: a comprehensive background investigation, reference checks, post-offer psychological, and post-offer medical examination, which may also include a Polygraph, the cost of which will be borne by the City.

All candidates who are successful in being hired will be required to complete a 12-month probationary period.

Neither Regional Government Services nor the City are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing [bduncan@rgs.ca.gov](mailto:bduncan@rgs.ca.gov).



Recruitment services provided by  
Regional Government Services

Contact: Barbara Duncan  
[bduncan@rgs.ca.gov](mailto:bduncan@rgs.ca.gov) 650.587.7300 x33

**The City of Sebastopol is an Equal Opportunity Employer**