Position Title: POLICE DISPATCHER

Recruitment #: #2020

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $3,096 - $4,880 per month  Non-Exempt

Department: University Police

Available: Immediately

Special Conditions: Background/ Fingerprint; Peace Officer Standards and Training (P.O.S.T.) Dispatcher Course certificate (please attach if previously obtained)

Sensitive Position: Yes

Posted: May 20, 2016

Closing Date: June 3, 2016

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
• A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
• Names of three professional references
• Copy of degree/transcripts/typing certificate, if required
• Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Under general supervision, is responsible for maintaining effective and efficient communication between the campus law enforcement headquarters, the public, Police Officers in the field, other college or university departments and personnel, and outside emergency and law enforcement agencies. Typical tasks include receiving information, complaints, requests and signals from a variety of communications equipment such as radio transceivers, CLETS terminals, telephones, silent alarms, and emergency signaling devices. Police Dispatchers evaluate the information received, determine the proper action to take, and follow specific procedural steps in disseminating the information. Also maintains complaint, arrest, radio message, and general station activity logs; prepares monthly statistical reports, prepares routine correspondence, directs student workers, and performs other related duties as required. The incumbent will work rotating shifts including days, afternoons, and nights.

REQUIRED QUALIFICATIONS: Requires a High School Diploma or equivalent and one year of experience using a switchboard and two-way radio communication system in a law enforcement or comparable agency preferably within the last ten years. Also requires the ability to effectively use a phonetic alphabet, speak clearly and concisely, follow oral and written instructions, transfer information accurately, handle a wide range of interpersonal interactions.
effectively, and learn the use of applicable automated dispatch and law enforcement systems, databases, codes, and procedures. Ability to react quickly, calmly, and exercise good judgment in emergency situations; work courteously with the general public, campus employees, students, and outside public service agencies; and able to work various shift schedules, which may include nights, holidays and weekends.

CERTIFICATION: Must have the Peace Officer Standards and Training (P.O.S.T.) Dispatcher Course certificate issued from the State of California Department of Justice (attach copy of certificate to employment application) or be able to successfully obtain, within one year from hire. Incumbents who, upon hire, do not possess a P.O.S.T. Dispatcher Certificate also will be required to pass a written test related to essential dispatching skills.

Additionally, incumbents must successfully pass supplemental P.O.S.T. requirements for dispatchers such as a background check, physical and psychological examinations, drug testing, and related requirements.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.