



City of Indio

Employment Opportunity

DISPATCHER

Salary: \$2,579.00 to \$3,456.00/Mo. Plus Benefit Package

Final Filing Date: Open Until Filled A City application is required and may be obtained at Human Resources or by calling (760) 342-6599. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Postmarks and faxes will not be accepted.

Essential Functions: Essential functions as defined under the Americans with Disabilities Act may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The Position: Under general supervision, receive calls regarding crimes, 911 emergencies and non-emergencies; dispatch appropriate agencies and monitor radio traffic. Operate a variety of technical/electronic emergency communications equipment. Perform a variety of administrative/clerical support tasks, including logging communications and maintaining a variety of electronic information files for law enforcement. Access national and local data base for pertinent information. Transcribe tape recorded evidence. Perform related duties including but not limited to assisting police officers in searching or chaperoning female prisoners, escorting and attending victims during medical examinations and attending to lost and found children.

Knowledge, Skills and Other Characteristics:

Knowledge of local geography

Knowledge of standard broadcasting procedures and rules

Knowledge of police and other emergency dispatch procedures

Knowledge of communication techniques to calm and extract information from callers

Skill setting priorities and handling emergency situations

Skill communicating clearly and concisely and relaying details accurately

Skill using emergency communication equipment

Skill establishing and maintaining effective working relationships with other department staff, other City employees and the public

Working Conditions:

Regularly required to handle a high volume of emergency telephone and radio calls

Regularly required to work rotating shifts and overtime

Education, Experience and Requirements: Graduation from high school or GED and two (2) years of high-volume public contact experience, or an equivalent combination of education and experience. A POST Certification with dispatch school diploma or ability to acquire within 12 months of hire.

FLSA Designation: Non-exempt