



THE COUNTY OF SUTTER

Invites Applications
for

PUBLIC SAFETY DISPATCHER II Lateral Entry Only

\$22.00 - \$30.17/Hourly*

*With 1 year full-time CA law enforcement dispatching experience

\$23.30 - \$30.17/Hourly**

**With 3 years full-time CA law enforcement dispatching experience

FINAL FILING DATE:
OPEN UNTIL FILLED

Sutter County is currently recruiting for two vacancies that will be filled at either the I, II or II Lateral level depending upon qualifications. To be considered, applicants must apply for each level they feel they are qualified for.

THE POSITION: Under general supervision, receives and transmits emergency and routine voice radio messages; dispatches required equipment and personnel in accordance with established policies and procedures; and performs clerical support related to communication activities. Rotating 12-hour shift work (6am to 6pm & 6pm to 6am), and weekend work is required for this position.

MINIMUM QUALIFICATIONS: *The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.*

REQUIREMENTS FOR PUBLIC SAFETY DISPATCHER II LATERAL ENTRY: Public Safety Dispatcher II Lateral Entry candidates must have at least one year full-time paid dispatching experience in a California law enforcement agency, possess a P.O.S.T. 120-hour Basic Complaint/Dispatcher Basic Certificate and be currently employed as a full-time dispatcher in a California law enforcement agency.

JOB DUTIES: Monitors radio receiver for all communications concerning the Sheriff's Office, including radio traffic of other related safety agencies; receives emergency and other types of calls, securing and recording information as to location and nature of emergency or incident; categorizes and prioritizes calls; dispatches appropriate personnel and equipment according to standard operational procedures, instructions from a superior, or by individual judgment; coordinates emergency calls; relays information and requests for assistance involving other public safety agencies; maintains contact with units on assignment, including monitoring status and location of units; conveys information/instructions to caller as necessary to assist until dispatched units arrive on scene; enters, updates and retrieves information from computer networks relating to wanted persons, stolen property, vehicle registrations, warrants and other information; notifies and keeps superiors informed as to emergency situations and general activities; performs routine clerical work including data entry, typing, filing, indexing, and maintaining records; maintains radio log and other records on incoming messages and calls; prepares and/or generates various forms, correspondence and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; copies and distributes maps, correspondence, reports, and related documents; maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review; maintains file system of office records; maintains inventory of office supplies and initiates requests for new or replacement materials; acts as receptionist at public information window; answers the telephone; provides information, takes messages and/or directs calls/individuals as appropriate; may instruct other personnel in the techniques and use of communications equipment; performs fingerprinting function as needed and processes citations and CCW permits.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Ability to think and act quickly in emergencies; requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate communications equipment by performing multiple hand and foot functions simultaneously; remain calm in emergencies; understand, retain, and transmit data while performing several functions at one time; analyze situations accurately and take effective action; must have normal hearing in both ears.

Other Requirements: Incumbents will be required to undergo and satisfactorily complete an extensive personal background investigation because incumbents are required to deal with sensitive/restricted material from the Federal, State and local departments of justice; an evaluation of oral communication skills; a preplacement medical examination.

For complete job description for a Public Safety Dispatcher II, you may contact the Sutter County Human Resources Department at (530) 822-7113 or visit the County's web site at www.suttercounty.org

The recruitment process for this position includes completing an application, and participating in oral interview(s) and for some positions, successfully passing a bilingual examination or sign language examination. Please notify the Human Resources Department when applying if you believe you have a disability which would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon a thorough background investigation, drug testing, medical examination, psychological evaluation and fingerprinting in addition to other appropriate requirements of the position.

Note: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)				PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.