



POLICE COMMUNICATIONS DISPATCHER

(Entry Level)

City of Sebastopol Police Department

Salary: \$4,975 - \$6,048 Monthly

Open: 06/13/22 – 07/08/22

The Sebastopol Police Department is looking for dedicated and ambitious applicants for the position of Police Communications Dispatcher. 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!**

Regional Government Services and its staff is conducting this recruitment for the City of Sebastopol.

THE POSITION

Under general supervision, receives and processes routine and emergency calls; dispatches police; enters, retrieves, and uses data from various automated law enforcement information systems; coordinates with and transfers calls to other emergency service providers as appropriate; performs a variety of clerical and technical duties in support of the Department's operations; learns applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

IDEAL CANDIDATE PROFILE

The Ideal Candidate will possess 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, possess effective listening skills; be reliable and trustworthy; possess strong customer service skills; respect and value working in a diverse environment; be flexible; possess the ability to multitask; demonstrate teamwork and ability to work collaboratively; demonstrate initiative, alertness, integrity, reliability, and courtesy; and be detail-oriented with excellent organizational skills.

****For more information about this exciting opportunity, please click the following link:**

<https://www.rgsjpa.org/wp-content/uploads/2015/09/Seb-Entry-Police-CommDisp1.pdf>

TO APPLY for the ENTRY LEVEL POSITION, go to: <http://www.bit.ly/DispatchEntry>

Applicants who may require special assistance in any step of the selection process should advise RGS/by emailing bduncan@rqs.ca.gov upon submittal of application.

The City of Sebastopol is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, marital status, medical condition, or disability.