

**Required Certification:**

- Possession of, or eligibility for possession of, a Public Safety Dispatchers Certificate issued by the State of California Commission on Peace Officer Standards and Training (POST).

**Desirable Qualifications**

The San Anselmo Police Department is seeking an enthusiastic individual with high energy, who is mature, flexible, team spirited and who demonstrates initiative.

Applicants should have excellent interpersonal skills to effectively respond to problems and complaints from the public and be able to think clearly and act quickly and decisively in emergency situations while remaining calm.

The ability to multi-task, pay attention to detail, prioritize and make quick decisions under pressure is essential.

**Selection Process**

Applicants must submit the following:

1. Completed Town of San Anselmo Employment Application.
2. Completed Supplemental questionnaire
3. Keyboarding (Typing) Certificate – 35 WPM Net – Required

Each application packet will be screened for qualifications. Incomplete applications will not be considered. Successful candidate(s) will be invited to participate in the following testing process that may consist of:

- Written Examination
- Oral Board Interview
- Chief/Management Interview
- Thorough Background Investigation
- Polygraph or Voice Stress Examination
- Comprehensive Psychological Examination
- Comprehensive Medical Examination

Applications and information may be obtained from the Town of San Anselmo Job Line at (415) 257-4118 or the Town's website: [www.townofsananselmo.org/hr](http://www.townofsananselmo.org/hr). All application packets must be mailed to:

Town of San Anselmo  
Human Resources Dept.  
525 San Anselmo Ave.  
San Anselmo, California 94960

**Filing Date**

Recruitment is open and continuous. Applications are kept on file for one year.

**Affirmative Action/ADA**

The Town of San Anselmo does not discriminate in employment on the basis of handicap or other protected class status. If you need accommodation due to disability or for religious reasons in order to participate in the testing process, please contact Captain Jim Providenza at (415) 258-4665 at least 48 hours before your scheduled appointment.

Rev: 08/14/08

# *San Anselmo Police Department*

## *Police Communications Dispatcher*

***\$49,260 - \$59,880***



525 San Anselmo Avenue  
San Anselmo, CA 94960

### **The Town of San Anselmo**

San Anselmo is located in Marin County (10 miles north of San Francisco) and has a population of 12,500. Cradled in 2.8 square miles of the Ross Valley floor and its surrounding hills, the Town is known for its sense of active community involvement and small town atmosphere.

### **The Police Department**

The San Anselmo Police Department stands behind the motto "One Community, One Goal" in an effort to honor our obligation and responsibility to protect the health and welfare of the public and to improve the quality of life in our community.

The Department has an excellent reputation in the community and enjoys great community support. A Volunteer Force assists the Department in all facets of operations. San Anselmo is fully dedicated to the philosophy of Community Policing.

With a commitment to professional excellence, our Mission "is to enforce the law without prejudice, preserve the peace through unwavering diligence, and strive at all times to insure the citizens that live and work in our community receive the highest quality of service available."

The Police Department has a total of 26 fulltime personnel, consisting of 19 police officers, 3 dispatchers, the Dispatch / Records Supervisor, 3 community service officers, and a police administrative services technician. Our dispatch staff is an integral and vital part of the Department's law enforcement team and interacts on a continuous basis with sworn officers.

The dispatch staff works in a new state of

the art dispatch center with ergonomic adjustable workstations, flat screen computer monitors and a fully integrated CAD/RMS and computerized 9-1-1 system.

The Police Department's dispatch center presently dispatches police services for San Anselmo, as well as for the Marin Community College District Police Department.

### **Benefits**

- Town paid cafeteria-benefit for family rate health, dental, vision and life insurance, with "cashback" of up to \$200/month for the unused portion;
- PERS 2% @ 55 retirement with the employee's contribution paid by the Town
- Educational incentive: \$200/month for A.A. and \$275/month for B.A.
- Longevity Pay: 1% after 2 years, increasing in increments to 5% at 10 years
- Bi-Lingual Pay: 2.5% upon certification
- Uniform allowance of \$700/year; one time outfitting payment of \$500 when hired
- Holidays: 14 paid holidays/year; certain holidays, if worked, accrue additional time off;
- Vacation: 88 hours/year accrual for first 2 years; accrual increases with added service;
- Sick Leave: 96 hours/year accrual with no cap;
- Participation in State Disability Insurance and Long Term Disability Insurance;
- Employee Assistance Program.

### **Typical Duties**

- Receiving 9-1-1 emergency calls and inquiries from the public;
- Operating computer systems, including CAD and RMS;
- Using radio equipment to dispatch emergency personnel;

- Answering business telephone lines for the Police Department;
- Serving the public in person at the public counter;
- Maintaining records of incoming calls for police service and disposition of the calls;
- Preparing records, reports, and logs of assigned shift activities.

### **Minimum Qualifications**

- One year's clerical experience involving substantial public contact;
- Equivalent to completion of the 12<sup>th</sup> grade;
- Knowledge of English usage, spelling, grammar and punctuation;
- Ability to type 35 wpm net;
- Ability to perform routine clerical duties, including reception;
- Ability to complete training at the P.O.S.T. dispatch academy within 12 months of employment;
- Ability to speak clearly and concisely over radio and telephone equipment;
- Ability to interpret and give oral and written instructions;
- Ability to learn to operate a variety of complex telecommunications and computer equipment;
- Ability to work rotating shifts including afternoons, evenings, nights, weekends and holidays.

### **Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.