



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

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FINAL FILING DATE: December 30, 2016

PERFORMANCE EXAMINATION: February 2-5, 2016

SHERIFF'S DISPATCHER I

Monthly Salary Range: \$4,704 - \$5,186

Bargaining Unit: DSA - Deputy Sheriff's Non-Sworn Rank & File Unit

THE POSITION

The Contra Costa County Office of the Sheriff is recruiting men and women for a challenging career in the Sheriff's public safety communications center. No prior experience is required. Individuals hired will receive intensive training during the initial 12-month probationary period and are expected to qualify for advancement to the class of Sheriff's Dispatcher II (\$5,153 - \$5,965) within one year of employment. Sheriff-Dispatcher is a non-sworn, uniformed position. Dispatchers receive a yearly uniform allowance. Individuals assigned to designated positions requiring bilingual ability must pass language proficiency evaluation to qualify for a bilingual differential.

Sheriff's Dispatchers are assigned to the dispatch center located in Martinez, California. The facility operates on a 7-day, 24-hour schedule. Sheriff Dispatchers are responsible for receiving incoming emergency and non-emergency police, fire, emergency ambulance service calls; determining response, prioritizing and dispatching units in accordance to established Sheriff policies and procedures; entering and retrieving information from teletype networks and computerized data systems; for radio communication with 15-20 patrol units operating in the field and provide additional dispatch services to fire departments, ambulance units and the County Office of Emergency Services. **Weekend, holiday and overtime work is required.** All overtime is compensated at 1-1/2 times regular hourly rate.

The employment list established as a result of this examination may remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency, or high school proficiency certificate.

Background Requirements: Must pass a thorough background investigation, medical, screening, and psychological evaluation prior to employment.

Typing Proficiency: Ability to accurately type at a speed not less than 40 net words per minute (**SEE BELOW**).

PLEASE NOTE: To be considered for Sheriff's Dispatcher I, applicants must submit, with their application, a typing certificate obtained in the **past 6 months** validating, in a five minute timed typing test, the ability to type at least 40 net words per minute. We will **ONLY** accept typing certificates issued by a temporary agency, Regional Occupational Program office, college or other accredited agency. Verification letters from employers or internet typing certificates will **NOT** be accepted. Applicants may attach a scanned copy of a typing certificate to their online application.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, must apply on-line at www.cccounty.us/hr, and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications will not be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

OPEN ONLY: December 12, 2016 TW/cu

Exam Number: 64WK-2016E

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.