

	<p style="text-align: center;">City of Yreka Invites Applications For</p> <p style="text-align: center;">Part Time Dispatcher Yreka Police Department</p> <p style="text-align: center;">PART TIME \$16.65 - \$17.48 per hour</p> <p style="text-align: center;">Closing Date: 3-5-18 by 5 pm</p>	<p>PERSONNEL DEPARTMENT 701 Fourth Street Yreka, CA 96097</p> <p>(530) 841-2300 Fax (530)- 841-2310</p> <p>ci.yreka.ca.us</p>
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THE POSITION

The City of Yreka is accepting applications for the position of Part Time Dispatcher – Police Department. Individuals in this position receive telephone reports of incidents (including emergency 9-1-1) and requests for law enforcement related services; enter information in prescribed formats into the Police Department’s Computer Aided Dispatch System; operate special communications equipment; conduct in person or telephone interviews and prepare crime reports from the information received.

MINIMUM QUALIFICATIONS

- 1) Possess a current and valid California Driver’s License – must provide DMV driving record with application.
- 2) Must be a U.S. citizen or meet the requirements of Government Code 1031
- 3) Type a minimum of 35 net WPM
- 4) Possess a high school diploma or equivalent

EXAMINATION PROCEDURE

- 1) Oral board exam
- 2) Must successfully pass POST Dispatch test.
- 3) May require a Personnel Evaluation Profile (PEP) test
- 4) Police Chief’s interview
- 5) Medical exam by a physician
- 6) Criminal History and Background Check: Applicants will be fingerprinted for the purpose of a search of local, state and national fingerprint files to disclose any criminal record.

APPLICATION PROCESS

Interested individuals must submit a City of Yreka Police employment application to the Police Department in order to be considered. Applications not received by the Police Department by the close of the recruitment may not be considered.

Employment applications and job flyers are available online at ci.yreka.ca.us and at the Police Department. For further information please call (530) 841-2300 or e-mail to hr@ci.yreka.ca.us. Completed applications must be received by the City of Yreka, Police Department, 412 W. Miner Street, Yreka, CA 96097 by 5 pm on March 5, 2018.

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process.

Please contact the Personnel Department by the closing date if you require accommodation in the interview/examination process. Medical disability verification may be required prior to accommodation.

AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER