



City of Bell

Employment Opportunity

6330 Pine Avenue, Bell, California 90201-1291 - Telephone (323) 588-6211
An Equal Opportunity Employer

Police Dispatcher

Promotional/Open Competitive

Salary

\$3,918-\$4,763
Shift Differential- 5% (Swing and Graveyard)

The Position

Under general supervision, dispatch police units using a Computer Aided Dispatch System (CAD); receive and transmit routine/emergency telephone calls and voice radio messages; send and receive teletype messages and inquiries; provide information regarding warrants, driving records and property; prepare, type and file police reports and logs, and perform a variety of related duties as required. Female Police Dispatchers may act as matron involving processing and custody of female cases. Will work rotating shift - weekends, holidays, and nights.

Minimum Qualifications

High school graduate or GED equivalent and one year of clerical experience including typing of approximately 45 words per minute. Ability to work independently, exercise good judgment; speak clearly over communication equipment; learn and use specialized clerical operations and standard broadcast procedures of police radio systems and criminal law as it relates to police dispatching. Ability to speak Spanish is desirable.

Examination Process

Applications will be screened for completeness and fulfillment of the position qualifications. The most qualified candidates will be invited to participate in the competitive examination process. The Written Examination may be waived for lateral applicants with one or more years of experience as a Police Dispatcher with another law enforcement agency. The application process will consist of:

Application Screening	Qualifying
Written Examination	Qualifying
Oral Interview	Qualifying
Medical Examination	Qualifying
Background Investigation	Qualifying

Application Procedure

Police Dispatcher Application #11-03 will be available at Bell City Hall, Monday through Friday from 8:00 a.m. to 4:00 p.m. beginning Friday, December 9, 2011. Only City of Bell Applications will be accepted; no resumes, other city applications, or faxes will be accepted. The application period will be limited to the first fifty (50) applications received, or all applications received by 12:00 p.m., Wednesday, January 11, 2012 whichever occurs first.

One postage stamp must be affixed on each of three notification cards before application is submitted. Applications without postage will not be accepted.

THE CITY OF BELL

The City of Bell is located approximately 8 miles Southeast of Los Angeles. Bell is a Charter City with a council/administrator form of government. The City budget is approximately \$28 million with 69 full time employees and 65 part time employees. The population is approximately 38,759.

The City of Bell is an Equal Opportunity/Affirmative Action Employer. It is the intent of the City to have all segments of the community represented at all levels in City government. Minorities, women and disabled persons are encouraged to apply for City employment. The City of Bell makes reasonable accommodations for disabled persons; direct requests should be made to the City Clerk's office.

A non-smoking policy adopted by the City Council prohibits smoking in City buildings.

Upon proof of honorable discharge from the Armed Forces of the United States, a veteran's preference of five points will be added to the final score of candidates who have attained a passing score.

The Immigration Reform and Control Act of 1986 requires proof/verification of identity and authorization to work in the United States at time of hire.

EMPLOYEE BENEFITS

Salary Range is based on current information and is subject to change. Appointments are normally made at the minimum salary.

Bilingual Pay: \$2100 per year for qualified employees.

Tuition Reimbursement: up to \$600 per year.

Uniform Allowance: \$750 per year.

Court Appearance: \$180; On-call \$110.

Overtime: time and one-half for over 8/10 hour/day or 40 hours/week.

Insurance: Medical insurance for employee and one dependant. Dental and Vision Insurance is offered at the employees expense during probationary period. After successful completion of probation, dental and vision insurance is fully paid by the City.

Vacation: 12-32 days per year based on length of service. (Based on 8-hour day)

Holidays: 12 paid holidays per year, plus 1 floating holiday.

Sick Leave: 1 day per month accumulative (based on 8-hour day); payoff of unused sick leave upon separation (According to City's Resolution).

PERS Retirement: 2.7% at 55 plan; Single Highest Year. City pays both employee share and employer share.

Social Security: employee pays 7.65% and city pays 7.65%.

Deferred Compensation Plan available to all employees.

Credit Union membership offers access to low interest loans and payroll deduction.

Probationary Period: New employees serve an eighteen-month probationary period.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

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