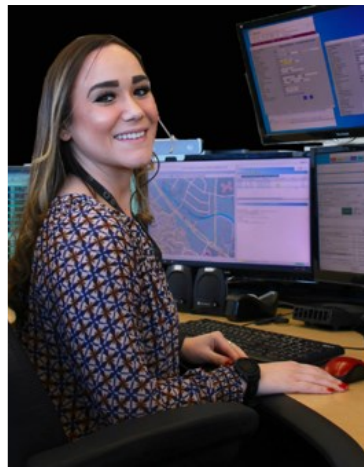




COMMUNICATIONS DISPATCHER TRAINEE & COMMUNICATIONS DISPATCHER LATERAL



In PARTNERSHIP with our *communities*



MARIN COUNTY SHERIFF'S OFFICE

THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related (e.g. Fireman's Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.



The Communications Center is the primary 9-1-1 public safety answering point for all unincorporated areas of the county, as well as Mill Valley, Belvedere, Sausalito and Tiburon. We also serve the Central Marin Cities of San Anselmo, Corte Madera and Larkspur.

MARIN COUNTY SHERIFF'S OFFICE

The Marin County Sheriff's Office is the lead law enforcement agency for Marin County and strives to be receptive and responsive to the expectations of the community's needs through daily interactions with residents. The department is committed to being a model organization providing the best, most efficient, and most professional law enforcement services to the residents of Marin County.

The department's over 300 dedicated sworn and non-sworn staff provide a myriad of law enforcement services to the county. The Bureau of Detention Services oversees the operation of the County Jail and security for the Marin County Superior Court. The Bureau of Field Services oversees the operation of all patrol and criminal investigative services. The Bureau of Administration and Support Services oversees the operation of the Sheriff's Business Office, Records, Warrants, and Civil Divisions, the Sheriff's Public Safety Communications Division, Professional Standards Unit, Technical Support Unit, and the Sheriff's Office of Emergency Services.

In addition, the Sheriff's Office includes the functions of the Coroner and is responsible for investigating the cause and manner of all sudden or unexpected deaths within the county or natural deaths where the person has not been seen under the close care of a physician.

For more information about the Sheriff's Office, please visit www.marinsheriff.org.

THE POSITION

Communications Dispatchers work in the Sheriff's Office 24/7 Communications Dispatch Center operating a wide variety of complex emergency communications equipment including a Computer Aided Dispatch (CAD), 9-1-1 phone system, and countywide radio system. Dispatchers are responsible for processing calls and dispatching emergency law enforcement, and other public safety equipment and personnel. Trainee level dispatchers will take part in an on the job training program advancing to the higher level upon successful completion of training.

THE IDEAL CANDIDATE

The ideal candidate will have experience involving heavy public contact and handling several tasks simultaneously while entering information into an automated system. They possess excellent communications skills enabling them to effectively respond to various public safety agencies and citizens reporting anything from the routine to a serious emergency. Additionally, they will have the ability to work as part of a team in a hectic environment, possess strong interpersonal skills and good judgment. They are flexible and can adapt to changing work assignments and have the ability to execute progressively difficult tasks with increasing independence and reliability. Must have a reputation for honesty and trustworthiness and be able to meet the demands of a career in public



MINIMUM QUALIFICATIONS COMMUNICATIONS DISPATCHER TRAINEE

AGE: Must be at least 18 years of age by time of appointment.

EDUCATION: Graduation from high school or possession of an acceptable equivalency certificate, such as the General Educational Development Certificate.

EXPERIENCE: One year of experience involving heavy public contact and handling several tasks simultaneously. Experience within a law enforcement, fire, emergency medical or similar public agency and experience in entering information into an automated system are highly desirable.

CERTIFICATION: Ability to obtain a California Commission on Peace Officer Standards & Training (P.O.S.T.) Public Safety Dispatcher Basic Certificate within twelve (12) months of appointment.

SPECIAL REQUIREMENTS: Applicants must be willing to work any shift including nights, weekends, and holidays.

MINIMUM QUALIFICATIONS COMMUNICATIONS DISPATCHER LATERAL

AGE: Must be at least 18 years of age by time of appointment.

EDUCATION: Graduation from high school or possession of an acceptable equivalency certificate, such as the General Educational Development Certificate.

EXPERIENCE: Two (2) years of current journey level experience dispatching law enforcement and/or fire/medical resources. Must successfully complete the Marin County Sheriff's Office training program in 911 call taking and law enforcement dispatching within twelve (12) months of appointment.

CERTIFICATION: Must possess a California Commission on Peace Officer Standards & Training (P.O.S.T.) Public Safety Dispatcher Basic Certificate

SPECIAL REQUIREMENTS: Applicants must be willing to work any shift including nights, weekends, and holidays.

COMPENSATION

SIGNING BONUS: New, full-time, regular hire Lateral Communications Dispatchers are eligible to receive a \$7,500 signing bonus, and trainee level communications dispatchers are eligible to receive a \$5,000 signing bonus which will be split into two equal payments—50% at time of hire and the remaining 50% at successful completion of the probationary period. If a new hire voluntarily separates prior to the completion of their probationary period, they will be required to reimburse the County for the amount of the signing bonus received.

SALARY: The salary range for the Communications Dispatch Trainee is **\$6,471 to \$7,803** per month, and the range for Lateral Communications Dispatchers is **\$7,479 to \$8,951** per month. Successful trainees are eligible for promotion to the Communications Dispatcher classification which pays the lateral salary listed herein upon successful completion of training. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

RETIREMENT: The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS.

INSURANCE: The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES: The County offers generous vacation, personal, and sick leave benefits plus up to 12 paid holidays.

DEFERRED COMPENSATION: The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457b plans to which employees may contribute in order to enhance their retirement.

For additional information about benefits, please visit <http://www.marincounty.org/depts/hr/benefits>.

APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, please apply online at <http://www.marincounty.org/jobs>. As your application materials may be reviewed by individuals not privy to your employment history, please complete all sections of the application form in full and submit responses to the supplemental questions.

The selection process includes participating in an online CritiCall exam, personal history statement submission and review, panel interview, thorough background investigation, polygraph examination and/or a computerized voice stress analysis (CVSA) examination, medical examination, and psychological assessment.

The County of Marin is an Equal Employment Opportunity Employer. Minorities and women, and individuals with disabilities are strongly encouraged to apply.

ADDITIONAL PERKS

- 5-10% Shift differential pay
- Access to onsite state of the art gym
- Tuition reimbursement
- Paid training opportunities
- Generous paid leave & benefits

For complete instructions on how to apply contact:

Department of Human Resources
3501 Civic Center Drive, Suite 415
San Rafael, CA 94903
<http://www.marincounty.org/jobs>

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