

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Central Services

### Police Dispatcher

Job #07-140

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Police Dispatcher, Central Services**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Police Department chain of command, receive, prioritize and respond to routine and emergency incoming telephone and voice radio calls as they relate to District police, fire and medical assistance requests. Manage emergency calls and secure information as to the exact location response is needed. Receive incoming telephone and voice radio calls, including 911 calls, and transmit messages using telephone, radio, Computer Aided Dispatch system (CAD), or other equipment to dispatch appropriate unit/department. Request information related to wanted persons, stolen vehicles and property, and vehicle registration. Record and concisely communicate descriptions of persons and property. Keep on-duty supervisor informed of current situation and dispatch additional officers when advised. Maintain a variety of automated police records. Handle dispatch related clerical duties. Perform fingerprinting duties. Answer inquiries, public complaints and provide information to the public via phone and at the front counter. Build and maintain positive relationship with co-workers, district employees, and students using principles of good customer service. Attend meetings. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to college course work in law enforcement.
3. One year experience with a public safety organization.
4. Possess California P.O.S.T. Dispatcher Certificate or satisfactory completion of P.O.S.T. required dispatch training completed within six months of appointment.
5. Valid California driver's license.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the policies, practices and procedures of law enforcement dispatching and regulations and security requirements concerning confidential information.
2. Knowledge of modern office practices, procedures and equipment.
3. Knowledge and ability to use a Computer Aided Dispatch system (CAD).
4. Knowledge of Live Scan fingerprinting.
5. Knowledge of police terminology and codes.

6. Knowledge of record keeping techniques.
7. Ability to speak clearly in English and to be understood by others under normal and stressful circumstances, either directly or through amplified, radio, or telephone transmission.
8. Ability to establish and maintain cooperative working relationships with students, staff, and the public.
9. Ability to prioritize and handle multiple tasks simultaneously.
10. Ability to understand and carry out verbal and written instructions.
11. Ability to maintain strict confidentiality.
12. Ability to prepare clear and concise reports.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Police Dispatcher.
4. Copy of P.O.S.T. Dispatcher Certificate or certificate of course completion (if applicable).
5. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

#### **Additional testing may include:**

- a. Psychological evaluation
- b. Medical examination
- c. Full P.O.S.T. background investigation
- d. Polygraph test

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$3,190.89 per month, Swing Shift differential, plus benefits; level N-38

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

#### **-OVER-**

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee

assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:  
Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>