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## PUBLIC SAFETY DISPATCHER I/II

Public Safety Dispatcher I \$32.29 -- \$39.25 (hourly) + EXCELLENT BENEFITS

Public Safety Dispatcher II \$35.43 – \$43.06 (hourly) + EXCELLENT BENEFITS

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***Your next exciting career opportunity awaits you!*** The City of Tracy's Police Department is currently seeking a motivated and qualified individual to join their team. The Police Department is seeking individuals who are able to effectively work with others in a team environment, possess exceptional customer service skills and are dedicated to public service. The ideal candidate will have excellent written and verbal communication skills and be able to act independently, problem solve and use sound judgment. Experience utilizing a computer-aided dispatch system and two-way radio is highly desirable. Candidates must be able to speak clearly, distinctly and concisely in a well-modulated voice. The successful candidate can effectively multi-task, will have the ability to extract information from callers and translate the information into a cohesive narrative. ***Please note: Workdays and hours will vary and will include working evenings, nights, weekends & holidays. Overtime & call back time may also be required. Public Safety Dispatchers currently work a 4/10 schedule with rotating days off.***

### Responsibilities and duties may include, but are not limited to:

- Receives and evaluates police and emergency calls, and related business calls for the City during an assigned portion of the 24-hours-per-day/7-days-per-week Police Department operations; provides information and/or transfers calls to the appropriate department, agency, or response organization; takes messages for Police Department personnel.
- Dispatches public safety emergency units in accordance with established procedures and policies using a computerized dispatch system, including determining priority of emergency and contacting and sending appropriate response unit.
- Maintains contact with field units, including accounting for location and status of units and maintaining records of field calls; sends back-up units, as necessary, ensuring the safety of field units.
- Operates computer, telephone, and radio console and telecommunication equipment simultaneously while performing dispatching activities; tests and inspects equipment as assigned.
- Logs call data in a written or automated format; monitors calls after initial dispatch to provide additional coordination, support, or information.

### Education and Experience Requirements:

**Public Safety Dispatcher I:** Equivalent to graduation from the twelfth (12<sup>th</sup>) grade. Two (2) years of general clerical experience involving public contact. Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment. May be required to complete National Incident Management System (NIMS) Training.

**Public Safety Dispatcher II:** Equivalent to graduation from the twelfth (12<sup>th</sup>) grade. Two (2) years of dispatch experience equivalent to Public Safety Dispatcher I with the City of Tracy. Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment. May be required to complete National Incident Management System (NIMS) Training. **Possession of a valid P.O.S.T. Basic Dispatcher Certification. Please attach a copy of your certification to your application.**

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**Application Deadline: Tuesday, March 9, 2021 @ 3:00 p.m.**

**Tentative Written Examination Period (PSD I ): Week of March 21-27, 2021**

**Tentative Oral Interviews (PSD II's Only): Wednesday, March 31, 2021**

**Tentative Oral Interviews (PSD I Candidates): Wednesday, April 21, 2021**

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**Applicants must submit an official City of Tracy application by the final filing date.** To apply and view the complete job description requirements and benefit information, please visit [www.cityoftracyjobs.com](http://www.cityoftracyjobs.com). A **limited** number of applicants that best meet the need of the City will be invited to participate in the selection process. **Please Note: This position requires a full background investigation and livescan fingerprinting.** The City of Tracy has the right to modify the selection process at any time. The City of Tracy is an Equal Opportunity Employer. If you have any questions regarding this recruitment process, please contact Judy Carlos, at [judy.carlos@cityoftracy.org](mailto:judy.carlos@cityoftracy.org) or (209) 831-6152.

**\*Salary dependent on level of appointment**

**Recruitment #20-034**