



## OUR MISSION

Our mission is to partner with our community to protect our citizens and make the City of Willits a safe and desirable place to live, work or visit. We are problem solvers using our Will, Pride and Dedication to guide our actions in an ethical and legal manner.

## LET'S CONNECT

### Phone

(707) 459-6122

### Website

[www.cityofwillits.org](http://www.cityofwillits.org)

### Email

[wpd@cityofwillits.org](mailto:wpd@cityofwillits.org)

### Address

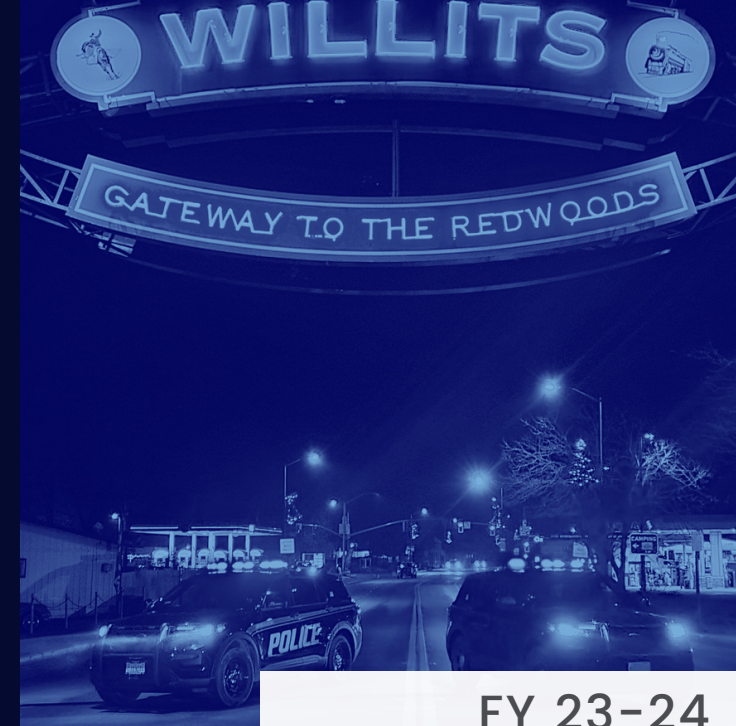
125 E. Commercial St, Suite 150  
Willits, CA 95490



# SCHEDULE

ANSWERING 9-1-1

Positions may require working weekends, holidays and/or assignments on night shift or other non standard shifts. Shifts are based on an 12-hour schedule of three working days with four days off, and four working days with three days off. Mandatory overtime is required during critical incidents or to maintain staffing levels.



FY 23-24  
HOURLY

**\$21.35 - \$28.61**

[WWW.CITYOFWILLITS.ORG](http://WWW.CITYOFWILLITS.ORG)

# WILLITS POLICE DISPATCHER

# DISPATCH & RECORDS

## EMPLOYMENT OPPORTUNITY



## DUTIES

- Answering emergency and non-emergency telephone calls
- Obtain accurate information from callers
- Enter data into computer aided dispatch system
- Utilize judgement to send sufficient personnel
- Assist the public via phone and in person for inquiries reporting, or records requests
- Maintain appropriate security and confidentiality of information

## BENEFITS

- Annual \$44,416 – \$59,522 (FY 23-24)
- Annual \$1,000 uniform allowance
- Spanish bilingual incentive
- Night shift incentive
- Paid vacation and sick leave
- Longevity pay at 10, 15, and 20 years
- Dental, Vision, and Life insurance paid for by the City
- Low to no cost Health Insurance options
- 12-hour shifts with alternating 3 and 4 days off per week



# EMPLOYMENT

## REQUIREMENTS

High school diploma or G.E.D

Valid driver's license Class C

1 year experience requiring public contact responsibilities

Ability to type at least 40 WPM

No felony convictions

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Some people spend their whole lives wondering if they made a difference. Some don't have to wonder.

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