



CITY OF VACAVILLE
Department of Human Resources
650 Merchant Street
Vacaville, CA 95688

<http://www.cityofvacaville.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Public Safety Dispatcher - Academy
Graduate**

An Equal Opportunity Employer

SALARY

\$68,904.15 - \$83,753.19 Annually

OPENING DATE: 11/22/22

CLOSING DATE: Continuous

THE POSITION

<https://www.youtube.com/embed/NDXeid3-bAk?&wmode=opaque&rel=0>



The City of Vacaville - A beautiful place to live, a great place to work!

With more than 500 employees, the City of Vacaville values the work life balance and offers alternative work schedules, employee social and wellness activities, competitive pay and a generous benefits and retirement package.

Contribute to our vibrant community and join our team! Please see our Police Department recruitment [website](#) for more information!

The City of Vacaville is looking for highly motivated, dependable individuals who enjoy working in a fast-paced environment to join the City of Vacaville's Public Safety Communications Team as a Public Safety Dispatcher. This recruitment will create a list to be used to fill vacancies that may occur over the next 12-month period.

The Vacaville Police Department is dedicated to providing the best available law enforcement services to the community. The Communications Center is staffed by 1 Communications Manager, 4 Communications Supervisors and 19 Public Safety Dispatchers. The Vacaville Police Department provides safety and service to the community and prides itself on integrity, ethics, and respect for individual human dignity.

Academy Grad Salary Range: \$68,904.15 - \$83,753.19/annually

Lateral Salary Range: \$75,872.42 - \$92,225.02/annually

** 11/1/23 - 2.0% COLA and 1.0% equity salary increase

For a complete job description and to apply online, visit our website at www.cityofvacaville.com.

ABOUT YOU

The Ideal Candidate:

The ideal candidate will have excellent interpersonal skills in order to work in an effective manner across all City departments, all levels of employees, and other law enforcement agencies, as well as strong oral and written communication skills. Typical duties and responsibilities of a City of Vacaville Public Safety Dispatcher include:

- receiving and responding to routine and emergency calls
- referring callers to appropriate agencies
- providing general information to the public
- providing information
- assigning calls to Police and Fire units
- dispatching units expeditiously and as necessary

EDUCATION AND EXPERIENCE - *Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: Successful completion of the California POST Dispatch Academy is required.

Experience: One year of clerical experience involving public contact. Experience working as a Public Safety Dispatcher is highly desirable.

License or Certificate: A POST Dispatcher Test T-Score of 50 or above is highly desirable. Eligibility for the POST Public Safety Dispatcher Basic Certificate.

All applications will be reviewed and screened, and only the most qualified candidates, who have submitted required documents, will be invited to continue in the examination process.

ABOUT EVERYTHING ELSE

This recruitment is currently open and continuous but may close without further notice at any time. Interested candidates are encouraged to apply and submit necessary documents as soon as possible.

A completed City of Vacaville application, supplemental questionnaire, and other required documents must be received by Human Resources at 650 Merchant Street, Vacaville, CA 95688 **by the closing of this recruitment.**

Applicants are encouraged to apply on-line at www.cityofvacaville.com. Resumes will not be accepted in lieu of a completed application packet. If unable to apply online, application packets can be obtained in person at the Human Resources Department or by calling (707) 449-5101.

IMPORTANT: *Contact with candidates will primarily be via email. Make sure you list a current email that you check regularly with your application.*

For ADA information and other Frequently Asked Questions, please click on the link below:
<https://www.ci.vacaville.ca.us/government/human-resources/job-application-faqs>

The City of Vacaville is a proud organization of sophisticated, compassionate and hard-working individuals, committed to honesty and integrity. Applicants considered for appointment will be required to undergo the following, including, but not limited to: a thorough background investigation including CVSA exam, a complete medical exam, and a psychological exam.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.cityofvacaville.com>
OR
650 Merchant Street,
Vacaville, CA 95688

EXAM #01632
PUBLIC SAFETY DISPATCHER - ACADEMY GRADUATE
AL

Public Safety Dispatcher - Academy Graduate Supplemental Questionnaire

- * 1. Do you have a High School Diploma or GED?
 Yes No

- * 2. Have you successfully completed the California POST Dispatch Academy?
 Yes No

- * 3. Do you have one year clerical experience involving public contact?
 Yes No

- * 4. Do you have a POST Dispatcher Test T-Score of 50 or above?
 Yes No

- * 5. Are you available to work all shifts (day, swing and graveyard)?
 Yes
 No

- * 6. Are you available to work on holidays?
 Yes
 No

- * 7. Are you available to work 12-hour shifts?
 Yes
 No

- * 8. Spanish speaking skills are highly desirable for this position, but not required. Do you speak Spanish?
 Yes No

- * Required Question