



305 N Mt Shasta Boulevard Mt Shasta, CA 96067

## **The City of Mt Shasta invites applications for the position of Communications Dispatcher**

The City of Mt. Shasta is accepting applications for the position of Communications Dispatcher. This is a full-time position, which works 8-to-12-hour shifts, and compensation is \$21.74 to \$24.51 per hour, depending on experience. There is also a hiring bonus of \$5,000 - \$15,000, which also depends on experience.

Benefits include a generous City contribution to a Cafeteria Plan with family medical coverage that includes a City funded health savings account, vision, and dental, and supplemental insurance. The position receives P.E.R.S. 2% at 62 (new members) or 2% at 55 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours/year) and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has several employee-funded deferred compensation plans available.

Under the direction of the Police Dispatch Supervisor, the position performs a variety of dispatching, clerical, and record-keeping duties in support of City-wide emergency and non-emergency police services. The position operates telephone and radio equipment according to established guidelines and procedures to receive and dispatch routine and emergency requests from City personnel and the public. A dispatcher performs data entry, records maintenance and filing, as well as serves as an informational resource to the community. Applicants must have a high school diploma or equivalent, have a general knowledge of clerical work, computer skills and type at least 35 words per minute. A current typing certificate will be required at the written examination.

Applications and resumes must be submitted to City Hall, Attn: Human Resources at the above address or emailed to [jpolk@mtshastaca.gov](mailto:jpolk@mtshastaca.gov). Resumes will not be accepted without a completed application. The position is open until filled. The final candidate must successfully pass a pre-employment background, physical examination, and drug screen.