



**Town of Colma Invites Applications for  
Police Dispatcher/Clerk - Casual  
\$45.53 per hour**

**Recruitment is open until filled  
First Review of Applications – May 23, 2018**

**Varied Work Hours as needed - Not a set schedule  
Days, Evenings & Weekends**

## **The Position**

The Police Dispatcher/Clerk is a non-sworn technical and complex clerical support classification associated with law enforcement support services assigned in the Town Police Department. Police Dispatcher/Clerks learn and perform a variety of responsible records management, communications and dispatching duties for emergency and non-emergency calls for service.

## **To Apply**

Employment applications are available at the following locations:

Town Hall  
1198 El Camino Real

Police Department  
1199 El Camino Real

Colma Community Center  
1520 Hillside Blvd.

You may also call 650.997.8300 to have an application sent to you or you may download it from [www.colma.ca.gov](http://www.colma.ca.gov).

**A TOWN EMPLOYMENT APPLICATION FORM MUST BE SUBMITTED TO HUMAN RESOURCES TO BE CONSIDERED FOR APPOINTMENT. A RESUME AND COVER LETTER RECOMMENDED. THIS RECRUITMENT IS OPEN UNTIL POSITION IS FILLED. FIRST REVIEW OF APPLICATIONS – MAY 23, 2018.**

Send correspondence to: Town of Colma  
1198 El Camino Real  
Colma, CA 94014

## **Essential Duties**

- Dispatches police officers to calls for service
- Provides assistance, information and directions to non-emergency callers including but not limited to police, fire, paramedic, animal control and public utilities calls for service, forwards non-emergency calls to proper personnel or departments
- Maintains awareness of field unit activities; communicates with field units through radio in accordance with Federal Communications Commission (FCC) regulations; maintains status and location of units on patrol
- Retrieves information from State and National computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles and other related information
- Enters call information into computer systems; logs and completes call forms, maintains records of calls for service and self-initiated officer activities
- Assists the public at the front counter; provides information and responds to general inquiries

- Performs other related duties as assigned

## **Qualifications**

Certificate: POST Public Safety Dispatcher certification required

Education: Requires possession of a high school diploma or equivalent

Experience: Two (2) years of responsible office clerical experience that included significant public contact. RIMS knowledge preferred

Must also pass a background investigation.

The most qualified applicants will be invited to participate in the selection process.

**THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION IS NOT AN EXPRESSED OR IMPLIED CONTRACT.**

**THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH NEEDS AT THE TIME OF APPLICATION.**

**ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE**