



Town of Colma Invites Applications for
Police Dispatcher/Clerk - Casual
\$46.44 per hour

Recruitment is open until filled

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.

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.

Minimum Qualifications

Any combination of experience and training that would provide the required knowledge, skill and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Certificate: Possession of a POST Public Safety Dispatcher certification.

Education & Training: 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.

To Apply

Employment applications are available online at: at www.colma.ca.gov/jobs-and-applications/ or at the following locations:

Town Hall 1198 El Camino Real	Police Department 1199 El Camino Real
----------------------------------	--

You may also call (650)997-8300 to have an application sent to you.

A TOWN EMPLOYMENT APPLICATION FORM **MUST BE SUBMITTED TO HUMAN RESOURCES** TO BE CONSIDERED FOR THIS RECRUITMENT. A RESUME AND COVER LETTER IS RECOMMENDED, HOWEVER WILL NOT BE IN PLACE OF THE JOB APPLICATION. THIS RECRUITMENT IS OPEN UNTIL POSITION IS FILLED.

Send application and correspondence to:
Town of Colma, Human Resources Department
1198 El Camino Real, Colma, CA 94014

The Town of Colma, known worldwide as the "City of Souls," is the smallest city in San Mateo County with 1,600 residents - and 1.5 million "souls". However, Colma is more than just 16 cemeteries. Colma's commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center.

Please Note:

The information included in this announcement may be changed at any time. The information does not constitute either an express or implied contract.

The Town will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the human resources office of such special 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