Core Values

The City of Folsom will provide a safe, healthy, and vibrant community through innovative, responsive and effective delivery of services to maintain and enhance the quality of life of our residents.

Trust and Respect: We are free to express opinions; we listen to understand, and we encourage responsible decision-making at all levels.

Workplace of Choice: We have a sense of purpose, take pride in accomplishments, demonstrate compassion for each other, and celebrate our successes.

Teamwork: Collaboration, communication, and cooperation are essential to our success. We consider all stakeholders to be an integral part of serving the public.

Innovation: We foster innovation as a means to achieve quality and cost effectiveness. We value employees who demonstrate initiative and creativity.

Integrity: We act with integrity, doing what is legally and ethically correct. We recommend the right course of action, even if it is unpopular.

Professionalism: We are committed to excellence. We are responsive and accountable.

The Folsom Community

The City of Folsom (population 68,033) is a "full service" city. City operated services include the departments of Administration, Administrative Services, City Attorney, City Clerk, Community Development, Finance, Fire, Human Resources, Library, Neighborhood Services, Parks and Recreation, Police, Public Works and Utilities. Folsom was founded in 1856 and incorporated in 1946. The City lies 22 miles northeast of downtown Sacramento along the Highway 50 corridor. Folsom straddles the historic and wooded banks of the American River. Folsom Lake and Lake Natoma are at the City's borders offering an abundance of recreational activities.

Application/Selection Process

All applicants must complete in full an official City of Folsom employment application. All applications must be completed in their entirety. The applicant has the responsibility to explain his/her qualifications fully and clearly. An incomplete application may be cause for disqualification. Applications which best meet the City's needs are invited to participate in the selection process. Candidates selected for interview will be required to sign a release for a pre-employment background check. Offers of employment are subject to successful completion of a pre-employment physical exam, fingerprint, polygraph and background check. The City may screen for those applicants who are most qualified and who possess the desirable special qualifications. A written exam and oral interview may be required. Applications must be submitted to the address below:

City of Folsom Human Resources
50 Natoma Street
Folsom, CA 95630
(916) 355-7202

Visit us on the web at www.folsom.ca.us.

RESUMES OR FAXES NOT ACCEPTED IN LIEU OF CITY APPLICATION.

CONTINUOUS FILING WITH 1ST CUT-OFF DATE OF TUESDAY, JUNE 5, 2012, 5:00 P.M.

APPLICATIONS ARE ACCEPTED ON A DAILY BASIS FOR THIS CONTINUOUS RECRUITMENT. APPLICANTS WHO MEET THE QUALIFYING CRITERIA ARE ADVISED TO APPLY IMMEDIATELY.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Personnel Department upon submittal of the application.

NOTE: The information contained in this announcement does not constitute an expressed or implied contract. These benefits are subject to change pursuant to the meet and confer process.

Open and Continuous

The City of Folsom is recruiting for:

DISPATCHER LATERAL

Temporary/Part-Time

(Non-benefited position not to exceed 999 hours in a fiscal year.)

$24.67 per hour

CITY OF FOLSOM
DISTINCTIVE BY NATURE

CONTINUOUS FILING WITH 1ST CUT-OFF DATE OF TUESDAY, JUNE 5, 2012,

5:00 P.M.

Required Attachment: Please attach a copy of current & valid POST Dispatch Certificate.

The City of Folsom is an equal opportunity employer.

The Position

Works varied rotating shifts including nights, weekends and holidays. Receives incoming requests for police service either by telephone or radio. Evaluates information received, determines proper course of action and follows department procedures in carrying out the correct course of action. Performs the dispatch of emergency and routine information. Receives general supervision from the Communications Supervisor.

Essential duties: Receive and respond to incoming routine and emergency telephone and radio calls, including 911 emergency calls; process calls from the public and dispatch police units using a computer-aided dispatch system; answer inquiries and public complaints, and dispatch appropriate units or equipment to handle routine and emergency calls; maintain contact with local units on assignment and with personnel from other law enforcement agencies; monitor, respond to, and determine proper course of action related to radio transmissions; compile data and prepare reports of calls for service, equipment dispatched, and disposition; use computer system to request information from other law enforcement agencies and to input and retrieve data; perform a variety of technical police record keeping work; perform general office assistance and assignments.

Qualifications

Knowledge of: Telephone techniques and etiquette; modern office procedures, techniques, and equipment; recordkeeping methods and procedures.

Ability to: Learn to effectively operate computer aided dispatch system, 9-1-1 telephone equipment, and radio equipment; follow and interpret oral and written instructions; accurately transfer information; type accurately from a clear copy; read, understand and interpret manuals and codes; remain calm, act quickly, and use good judgment in all situations; compile information and maintain records; interact with the public courteously, with patience, and a positive attitude; effectively communicate verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: Equivalent to completion of the twelfth (12) grade.

Experience: One (1) year of full-time paid dispatch experience with a governmental law enforcement agency using a computer-aided dispatch system.

AND

Possession of a current and valid POST Dispatch Certificate.

License: Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Other Requirement: Must be willing to work a variety of shifts including nights, weekends, and holidays

Highly Desirable: Experience with Sun Ridge CAD/RMS System.

Physical Requirements: Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.