



## CITY OF BRAWLEY

**DEPARTMENT:** Police

**POSITION:** **Part-time** Communications Dispatcher

**SALARY:** \$16.65/hour  
Averaging 12 hours per week

**EXAM TYPE:** Written and Oral

### **DUTIES:**

Operates public safety radio and computerized telecommunications equipment to receive, transmit, evaluate, and respond to multiple emergency and non-emergency calls for information, services, and repairs by paging or dispatching the appropriate City, allied agency, or other emergency units. Incumbent maintains logs and records, and receives and transmits information through the use of a computer aided dispatch (CAD) system on a continuous basis. This position requires the incumbent to work frequently under stressful conditions.

### **QUALIFICATIONS:**

- Possession of high school diploma or equivalent; and:
- One year of experience in the operation of a telephone switchboard or communications equipment; or
- One year of general office work involving extensive public contact in person or over the phone; or a combination of training, education, and experience that is equivalent to the employment standards listed here and that provides the required knowledge and abilities.
- **Incumbents are required to pass a thorough background investigation.**
- Incumbents must be able to type 35 WPM
- A valid California driver's license is required.

**APPLY TO:** Personnel – City Administration Offices  
383 Main Street  
Brawley, CA 92227  
(760) 351-3057

**APPLY BY:** September 23, 2016