



Assistant Communications Operator

Monthly Salary \$4,672- \$5,874

The Position

An Assistant Communications Operator works under direct supervision of the Communications Supervisor. They will:

- Receive and transmit routine and emergency telephone and radio traffic
- Dispatch and coordinate police, fire and animal control
- Maintain and process a variety of communications paperwork, records, and logs

As an Emergency Services employee, the applicant must be available for all shifts including nights, weekends, and holidays.

This is a continuous recruitment which requires successful completion of the POST Entry Level Dispatcher Selection Test Battery. Tests are given several times a year with the next testing date to be determined.

The Ideal Candidate

The Visalia Police Department is looking for a professional candidate with the ability to answer multi-line phone system, monitor multiple screens and incoming information in various electronic forms, dispatch appropriate personnel and equipment in emergency and non-emergency situations, while focusing on customer service and a desire to serve the community. Upon successful completion of the training period, this position may be flexed up to the Communications Operator level.

REQUIREMENTS INCLUDE:

- Two (2) years public contact or related dispatch experience involving customer service, telephone contact, problem solving, and/or clerical duties. Prior experience working in a law enforcement communications center is desirable
- Possession of a high school diploma or GED
- Type a minimum of 40 corrected wpm (typing certificate dated within one year of filing deadline MUST be submitted before hire)

KEY INFORMATION

This position requires successful completion of the POST Entry-level Dispatcher Selection Test Battery. More information can be found on the Commission on Peace Officers Standards & Training website:

<https://post.ca.gov/public-safety-dispatcher-candidate-information>

Upcoming Testing Date
TBD

Testing Location
Visalia Convention Center
303 E. Acequia Ave.
Visalia, CA

BENEFITS & COMPENSATION

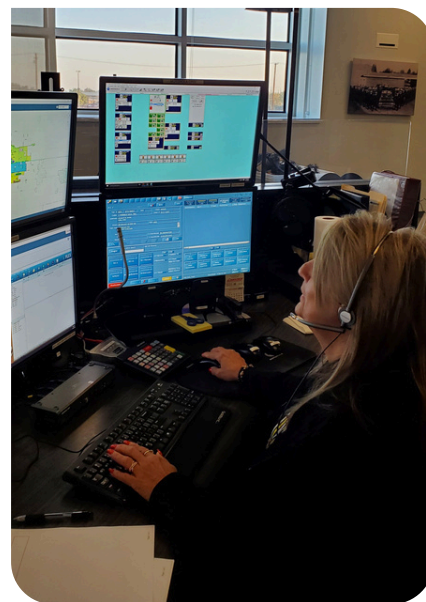
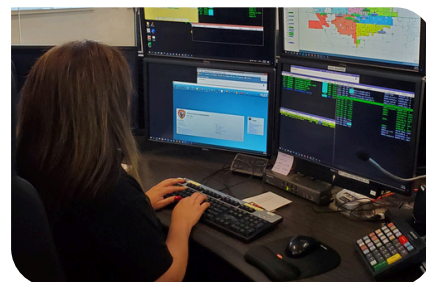
- \$4,672- \$5,874 monthly
- CalPERS Retirement Program
- Health, Dental, Life and Vision Insurance
- Longevity Pay

WELLNESS & ENGAGEMENT CULTURE

- Onsite City Health & Wellness Clinic
- Paid Holidays, Vacation, and Sick Leave
- Recognition and employee appreciation events

SUPPORT FOR CONTINUOUS LEARNING

- Tuition Reimbursement
- Continuous training and leadership opportunities



Find out more and apply at visalia.city/careers

Contact us

559.713.4027
shawna.kneeland@visalia.city

