



305 N Mt Shasta Boulevard Mt Shasta, CA 96067

## **The City of Mt Shasta invites applications for the position of Communications Dispatcher – On Call**

The City of Mt. Shasta is accepting applications for the position of Communications Dispatcher– On Call. This is a part time position that works 2 to 12 hour shifts on an “as needed” basis. The hourly rate is \$15.90 + \$4.75 per hour in lieu of benefits. Under the direction of the Police Services Supervisor, the position performs a variety of dispatching, clerical and record-keeping duties in support of City-wide emergency and non-emergency police services. The position operates telephone and radio equipment according to established guidelines and procedures to receive and dispatch routine and emergency requests from City personnel and the public. A dispatcher performs data entry, records maintenance and filing, as well as serves as an informational resource to the community. Applicants must have a high school diploma or equivalent, have a general knowledge of clerical work and computer skills and type at least 35 words per minute. A current typing certificate will be required at the written examination.

Applications and resumes must be submitted to City Hall, Attn: Administrative Supervisor. Resumes will not be accepted without a completed application. The position is open until filled. The final candidate must successfully pass a pre-employment background, physical examination, and drug screen.