



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

COMMUNICATIONS OFFICER

Full-time

Open-Competitive

ANNUAL SALARY:	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
	\$49,370	\$51,838	\$54,430	\$57,152	\$60,010

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system. Excellent benefit package.

DUTIES: Receive emergency calls from the public requesting police, fire and emergency medical and other emergency; determine call priority and dispatch police, fire or paramedic units as necessary; maintain status and location of police field units and fire units; wait on public at the counter; perform a variety of recordkeeping, filing, indexing, and other general clerical work; type reports and prepare packages for court filings; test and inspect equipment as required; assist in performing searches and bookings of arrested persons; monitor the activity of prisoners in City detention facilities; perform other duties as assigned.

HOURS: Required to work varying shifts including day, swing, or graveyard shifts; scheduled on the 4/10 Plan (four 10-hour shifts per week).

DESIRABLE QUALIFICATIONS: **EDUCATION & EXPERIENCE:** Graduation from high school and one (1) year of full-time telephone/radio experience.

KNOWLEDGE OF: Standard radio and telephone communications receiving and transmitting equipment; standard broadcasting procedures and rules.

ABILITY TO: Speak clearly and precisely; apply standard broadcasting procedures and rules; work in a fast-paced environment; effectively communicate with and elicit information from upset and irate citizens; type at a speed not less than 40 WPM; understand oral and written instructions; spell accurately; and work various shifts as assigned. **Bilingual applicants are strongly encouraged to apply.**

SELECTION PROCESS:	<u>EXAMINATION</u>	<u>WEIGHT</u>
	Application Screening	Qualifying
	Written Examination (if necessary)	Qualifying
	* Typing Speed Certification	Qualifying
	Appraisal Interview	100%
	Background Investigation	Qualifying
	Polygraph Examination	Qualifying
	Medical Examination (including drug screen)	Qualifying
	Psychiatric Evaluation	Qualifying
	Appointments are subject to a 12-month probationary period.	

*** Candidates must provide, at their own expense, a certificate verifying their typing speed prior to appointment.**

APPLICATION PROCESS: Must be filed on a City of La Verne application form, available at **La Verne City Hall, 3660 "D" Street.**

FILING DEADLINE: **5:00 p.m., Wednesday, November 30, 2016.**

BENEFITS of full-time position:

- 4-day workweek.
- Fully paid medical insurance plan covering all dependents
- Annual salary adjustment to the market median
- Contribution toward dental plan premium
- Ability to qualify for City-paid contributions toward medical insurance premiums after retirement
- Classic PERS members—CalPERS Formula 2.5% @ 55 (Employee contribution 8% annual salary) New CalPERS members: CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Ten (10) paid holidays per year
- Accrual of 8 hours of sick leave per month
- \$50 monthly stipend for qualified Spanish bilingual employees after meeting probationary standards
- City-paid long-term disability plan
- \$1,500 tuition reimbursement for job-related courses

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sex, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726

www.ci.la-verne.ca.us

Equal Opportunity Employer