



BAKERSFIELD

THE SOUND OF *Something Better*

CITY OF BAKERSFIELD

Department of Human Resources
1600 Truxtun Avenue,
Bakersfield, CA 93301
(661) 326-3773

<http://www.bakersfieldcity.us>

INVITES APPLICATIONS FOR THE POSITION OF:

Communications Specialist

An Equal Opportunity Employer

SALARY

\$18.37 - \$22.33 Hourly \$1,469.60 - \$1,786.64 Biweekly \$3,184.13 - \$3,871.05 Monthly

ISSUE DATE: 07/27/20

FILING DEADLINE: 08/10/20 01:00 PM Pacific Time. The application filing may close any time after ten days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

THE POSITION

*****ZOOM INFORMATION SESSION:** Applicants will receive information about the position and background investigation process, and be allowed to ask questions. When: **Jul 29, 2020 02:00 PM.** Please click the link below to join the webinar:

<https://bakersfieldcity.zoom.us/j/97663779839>
+16699006833

Passcode: 968526

Or call: US:

After it is completed, the webinar will be posted on the [Bakersfield City Human Resources page > New & Highlights](#)

THE POSITION: Under general supervision performs skilled work in receiving calls at the Communications Center, including requests for police, fire, and medical aid services or information and coordinating the response of personnel and equipment for emergency service by telephone, computer aided dispatch system and other communications equipment. Disposition of calls is done in accordance with established procedures, however, an employee of this class must be knowledgeable of local government operations, and police, fire, and medical aid systems, and the geographical layout of the city. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and work assignments are received from a superior, both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

REPRESENTATIVE DUTIES

The following typical tasks and responsibilities are representative of this class. They are descriptive, not limiting. **Essential Duties:** Operates telephone, computer aided dispatch system and other communications equipment; receives emergency calls which must be properly processed, to provide information for the dispatch of personnel and equipment to police incidents, accidents, rescue operations, and other emergencies; receives routine calls and gives information as requested; receives and transmits messages between field units, receives and transmits messages through the computer aided dispatch system, including police messages locally and nationwide; prepares and maintains phone, and other log records; performs all other duties as assigned.

MINIMUM QUALIFICATIONS

Applications will be accepted **only from those applicants who properly complete the City Application and clearly demonstrate on the Application, Supplemental Questionnaire, Typing Certificate and DMV driver history printout** that they possess the minimum qualifications which include:

- Graduation from High School or G. E. D.

- Ability to type 40 net words per minute
- Possession of a valid California Class "C" driver's license
- Must successfully pass a background investigation

CERTIFICATE REQUIREMENT: All applicants must attach a current typing certificate (dated within the last two years of the filing deadline), certifying **40 NET WORDS PER MINUTE** and a **current DMV driver history printout** (dated no older than two (2) months of the filing deadline) with the application by the filing deadline. **Note:** We **WILL** accept both typing certificates obtained on-line and driver history printout obtained online. Click here for [Typing Certificate Locations](#)

EMPLOYMENT REQUIREMENT: All applicants **MUST** be able to work any shift in a 24-hour period, including nights, weekends and holidays, and routinely be on standby for emergency calls. There is a shift differential paid to employees working the night shift (differential pay is \$.90 or \$1.25 per hour depending on the assigned shift).

OTHER MINIMUM QUALIFICATIONS: Knowledge of: Local geography including location of city streets, highways, public buildings and public facilities; Modern office practices, procedures and equipment including computers and related technology and software; Basic skills in contacting the public and police operations. **Ability to:** Learn quickly the operation of telephone, computer aided dispatch, radio and other communication equipment; speak clearly in a well-modulated voice and to use good diction; think and act quickly and calmly in emergency situations; prepare and maintain records and reports; perform multiple tasks at one time.

EXAMINATION (WEIGHTED: 100%)

ORAL APPRAISAL INTERVIEW (weighted 100%) Week of August 24, 2020 (Tentative): An appraisal will be made of the applicant's education, training, experience, and personal qualifications for the position. Minimum rating of 70% is required.

BACKGROUND INVESTIGATION (Weighted: Pass/Fail): Prior to employment, applicants must successfully complete an investigation of their personal history and background to determine suitability for this position with the Bakersfield Police Department. The Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) will be located on the City of Bakersfield, Human Resources website. **It is highly recommended to review these documents PRIOR to submitting the employment application.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.bakersfieldcity.us>
 OR
 1600 Truxtun Avenue,
 Bakersfield, CA 93301

EXAM #01359
 COMMUNICATIONS SPECIALIST
 TS

Communications Specialist Supplemental Questionnaire

- * 1. I possess a High School Diploma or G.E.D.
 - Yes
 - No
- * 2. I possess a valid Driver's License.
 - Yes
 - No
- * 3. I possess a typing certificate showing a minimum of 40 NET words per minute or more.
 - Yes
 - No
- * 4. I understand that I must submit the following documents: 1) TYPING CERTIFICATE with a minimum of 40 net words per minute (dated within the last two years of the filing deadline); and 2) A current DMV driver history printout (dated no older than two (2) months of the filing deadline) with my application by the filing deadline of August 10, 2020 by 1:00 PM in order to have my application accepted. You may upload the typing certificate and DMV printout to your on-line application, submit in-person to the Human Resources Office, 1600 Truxtun Avenue, Bakersfield, CA 93301, fax to (661) 852-2070, or email to AdmHrs@bakersfieldcity.us. When delivering, faxing, or emailing the documents please

reference the recruitment name and number (i.e. Communications Specialist #01359) and submit to the attention of Tracy Sunkes.

Yes No

- * 5. I am available and willing to work all shifts, including nights, weekends, and holidays in addition to working overtime as assigned.

Yes

No

- * 6. Please select each of the following for which you have work experience in:

Dispatching

Law Enforcement

Two-way radios

CLETS, NCIC, California Public Records Act

None of the above

- * 7. Briefly explain your work experience for each selected item in question #6. Do not put See Resume. If none, please put N/A:

- * 8. I understand if I am no longer employed with an employer that I have listed in the application under the work experience, that I must explain the reason/s for leaving in the space provided. Failure to do so may disqualify you from the recruitment process.

- * 9. REMINDERS - PLEASE REVIEW AND DOCUMENT THE FOLLOWING INFORMATION:
BACKGROUND INVESTIGATION: Applicants who are invited to the oral examination will be required to complete and submit a Personal History Statement (PHS) and Pre-Investigation Background Questionnaire (PIBQ) due by August 19, 2020 by 5:00 pm. These documents are located on the City of Bakersfield, Human Resources website. It is highly recommended to review these documents prior to submitting the employment application. ORAL APPRAISAL INTERVIEWS (Weighted 100%): August 24 – August 28, 2020 (Tentative).

I have reviewed and documented the above dates.

- * Required Question