



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

COMMUNICATIONS OFFICER—Entry/Lateral

Open-Competitive

SALARY RANGE: \$50,357 – \$61,210

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

FILING DEADLINE: 5 p.m. – Wednesday, October 23, 2019. Postmarks will not be accepted.

THE POSITION

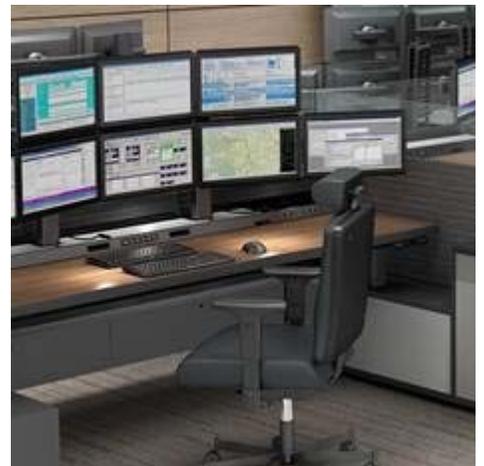
Duties: Receive emergency calls from the public requesting police, fire, and emergency medical and other emergency, determine priority and dispatch police units as necessary; transfer fire or paramedic calls as necessary; maintain status and location of police field units; wait on public at the counter; perform a variety of record keeping and other general clerical work, type reports and prepare packages for court filings; test and inspect equipment as required; monitor the activity of City facilities; perform other duties as assigned.

Hours: Required to work varying shifts including day, swing, or graveyard shifts.



BENEFITS

- Over \$1,300 monthly toward family medical coverage and dental plan
- Ability to qualify for education, certificate, and exceptional performance bonuses
- New CalPERS members Formula 2% @ 62
- City-paid life insurance benefit
- 104-192 hours of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,500 tuition reimbursement for job-related courses



DESIRABLE QUALIFICATIONS

Education and 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.

SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Prior to hire, successful candidates will also be required to undergo a thorough background investigation. The background investigation will include a comprehensive investigation of candidate background, education and employment history (including a credit, criminal, and DMV review), a polygraph examination, a psychological examination, and a medical examination (including drug screen). Successful candidates must provide, at their own expense, a certificate verifying typing speed prior to appointment.

Appointments are subject to a 12-month probationary period.

APPLICATION PROCESS

Submit a **résumé and a one page letter of interest** via e-mail to hr@cityoflaverne.org or in person to the City of La Verne Personnel Office by **5:00 p.m., Wednesday, October 23, 2019.**

Primary communication regarding applicant status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.

Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

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, sexual orientation, gender, 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

Website: www.cityoflaverne.org Equal Opportunity Employer