



JOIN OUR TEAM

Emergency Dispatcher I

Salary Range \$21.99—\$26.73 hourly

\$10,000 Hiring/Retention Bonus for new hires

Emergency Dispatcher II

Salary Range \$23.00—\$27.96 hourly

\$20,000 Hiring/Retention Bonus for lateral new hires

Glenn County Sheriff's Department is seeking energetic, motivated individuals interested in an exciting career as an Emergency Dispatcher. Emergency Dispatchers operate communications equipment, answer emergency and non-emergency calls from the public and dispatch the appropriate law enforcement, fire, or emergency personnel.

GLENN COUNTY SHERIFF'S OFFICE

COMMITMENT TO SERVICE,

DEDICATION TO COMMUNITY

IDEAL CANDIDATE

The ideal candidate will have the ability to react quickly, efficiently, and calmly in an emergency situation; speak and write clearly and concisely; memorize and recall names and locations of highways, streets, and buildings; deal effectively and tactfully with public safety personnel and general public.



THE POSITION

This position will perform a variety of difficult work in the provision of 24-hour-per-day, seven-days-per-week public safety emergency dispatch service, including all 911 communications.

BENEFITS

Holiday Pay— 5%
Floating Holiday—24 hours
Bilingual pay—\$.75 per hour
Longevity pay
Shift differential pay
County sponsored health insurance
Employer paid vision plan
Sick leave
Bereavement leave
Vacation
CalPERS retirement after vested
Union Supplemental Retirement
457(b) Deferred Compensation
Plans

EXAMPLES OF DUTIES

- Receives incoming calls from the public; determines type of assistance required, including law enforcement, fire or ambulance personnel, etc., and dispatches emergency and non-emergency radio and telephone communications to appropriate jurisdictions and agencies.
- Operates a law enforcement 911 communications network.
- Monitors multiple radio channels.
- Maintains radio communications with field personnel as necessary to relay messages and information, and to determine the location and safety of field personnel.
- Accurately logs all telephone and radio communications activities.
- Performs a variety of clerical duties as required, including but not limited to answering business telephones; processing and/or maintaining department records, including case files; compiling information and statistics for reports; preparing criminal history reports; entering/cancelling/retrieving data on computer; ordering supplies, copying and filing documents, etc.
- Processes civil, misdemeanor, juvenile and felony warrants.
- Receives and responds to inquiries from the public regarding department activities, programs and procedures.
- May provide training for new dispatchers.
- Participates in special department programs and projects as assigned.
- Performs related duties as assigned.

General Unit Summary of Benefits

QUALIFICATIONS:

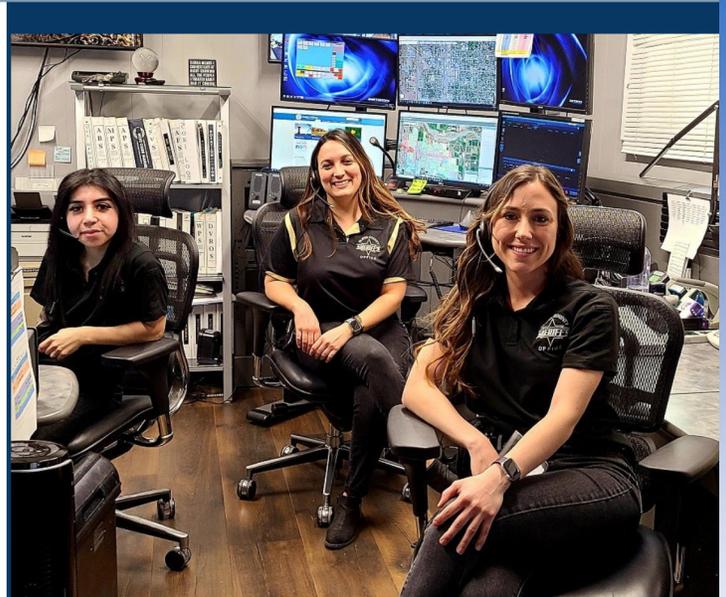
Knowledge of:

- Pertinent federal, state and county codes, laws and regulations.
- Modern office procedures and technology.
- Standard radio broadcasting procedures and rules.
- Geographic features and streets within the County.
- Principles and practices of record-keeping and reporting.

Ability to:

- Learn rules and regulations quickly and interpret them correctly.
- Understand and follow oral and written instructions.
- Operate dispatch and teletype systems, and other office equipment.
- Effectively communicate with and elicit accurate information from upset, emotional or irate citizens.
- Listen to and remember details.
- Read maps quickly and accurately.
- React quickly and calmly in emergency situations.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Maintain records and prepare required reports.
- Provide staff training, as applicable.

A complete job description and list of duties can be found at
www.countyofglenn.net



**Applications will be accepted until:
Friday, June 3, 2022 at 5:00 p.m.**

A complete application packet MUST include:

- A Glenn County Employment Application
- Transcripts/Certificates (If applicable)
- Cover Letter
- Resume

A complete job description and application may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BILINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY.

WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

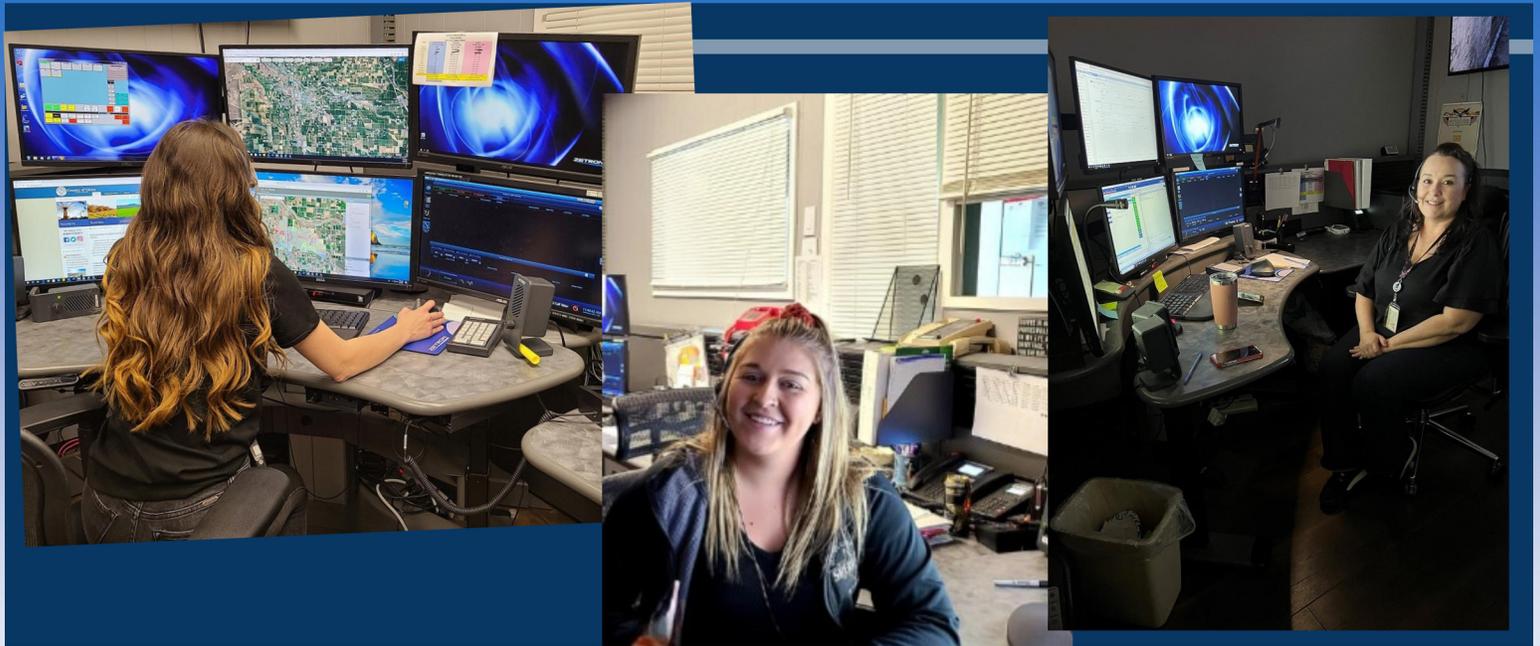
Emergency Dispatcher I - No experience is required.

Emergency Dispatcher II - One year of responsible experience in emergency communications and dispatching, or the completion of the Emergency Dispatcher Training Program in Glenn County.

Education:

Emergency Dispatcher I - High school diploma or GED equivalent.

Emergency Dispatcher II - High school diploma or GED equivalent.



GLENN COUNTY

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles north-east of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

