



CITY OF COOS BAY

Job Opening Announcement

500 Central Avenue – Coos Bay
Oregon 97420
(541) 269-8912



POSITION	9-1-1 Dispatcher
SALARY	\$3,235 - \$4,127 per month
DATE	July 6, 2010

COMMENTS: The City of Coos Bay Police Department is soliciting applications for the position of 9-1-1 Dispatcher. Applications are available from the City Manager's Office, 500 Central Avenue, Coos Bay City Hall, by telephone (541) 269-8912, or from the city's website www.coosbay.org

Requires completion of the city application and Police Department supplemental application. The deadline for receiving completed applications, including a City of Coos Bay Background Waiver form and resume, is **5:00 p.m., July 30, 2010**. Applications postmarked on or by **July 30, 2010** will be accepted. All applications shall be handwritten. ***Please include a valid email address where you can be contacted. All notifications regarding your status in the selection process will be made via electronic mail.*** **NOTE: Applications without an attached personal resume will not be considered.**

The City of Coos Bay is an affirmative action/equal opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, handicap or any other non-merit factor. If reasonable accommodation is required to complete the application process, please contact the City Manager's Office at 269-8912 during normal business hours.

RESPONSIBILITIES: Performs a variety of radio communications for police, fire, and EMS units. Answers business and emergency telephone calls and performs clerical and other related work for the Police Department. Works under the supervision of the Communications Supervisor and/or the shift supervisor. An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform.

Operates two-way radio, teletype, telephone, data processing, voice logging, Computer Aided Dispatch, and computer equipment in the dispatch center; receives and transmits messages to the Coos Bay Police and other contracted police, fire and medical agencies; maintains records of on duty police officers, fire, and EMS location at all times. Completes CAD entries on types of calls, reporting party, subjects contacted and arrested, and disposition of the case. Monitors all radio traffic from police, fire and medical agencies served by Coos Bay Police/Coos Bay 9-1-1 Center. Responds to requests and inquiries for record checks: DMV, CCH, NCIC, warrants, vehicles, persons, property, registration and miscellaneous information. Receives all incoming business telephone calls for the Police Department. Answers after-hours phone calls for other city departments. Maintains files and records of arrests, cases, and information such as licenses, stolen cars and car registrations. Codes, logs and tallies statistical reports. Provides appropriate information to other law enforcement agencies as may be required. Monitors building security and wastewater alarm systems and notifies proper personnel when activated.

Provides pre-arrival medical instructions to callers on the phone until EMS services arrive on scene. Monitors activity in city hall via video camera. Provides information, directions and resources to subject in the police lobby by telephone or intercom.

QUALIFICATIONS: Reasonable knowledge of modern office and clerical practices, procedures and equipment. Some knowledge of criminal law is helpful but not required. Moderate degree of skill in keyboarding. Ability to operate office machines, including computerized dispatch and records retrieval systems. Ability to understand oral and written instructions and to act upon them accordingly. Ability to speak clearly in a well-modulated voice and to use good diction. Ability to make prompt and rational judgment decisions. Ability to work effectively with the public, other agencies and other employees exercising tact and self-restraint. Ability to work odd hours, weekends and holidays.

Necessary Special Qualifications: Ability to pass a criminal/character based background investigation. After being hired, the applicant must successfully complete the DPSST Basic Dispatch Academy, Coos Bay Police Department Field Training program, Law Enforcement Data System Training Manual, and the Emergency Medical Dispatch Course.

Essential Functions: The ability to work effectively and calmly under stress. The ability to handle emergency situations, and make prompt and rational judgment decisions during emergencies. Ability to develop knowledge of a considerable range of procedures, techniques, laws, and ordinances. The ability to multi-task job functions with speed and accuracy. Must possess ability to read and comprehend written material at a 12th grade level.

Experience and Training: Graduation from high school or the equivalent GED certificate; two year's experience in general office practices/personal computer/word processing; or any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The position requires working shift work and work 12-hour shifts. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be able to pass a medical exam and hearing test.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

HIRING PROCESS: Applicants must complete and submit the required application forms and personal resume with original signatures on or before 5:00 p.m. July 30, 2010 as specified in this job announcement. Keyboarding/reading/general knowledge testing is tentatively scheduled for Thursday, August 19, 2010. Oral interviews are scheduled for Friday, August 20, 2010 for qualifying applicants. All applicants will be notified of the final status of their application.

EMPLOYEE BENEFITS: The city provides a generous employee benefit package which includes eleven paid holidays, vacation and sick leave, life and accidental death and dismemberment insurance, medical, dental and vision insurance, and retirement through the Public Employees Retirement System.

INFORMATION ABOUT THE COMMUNITY: Information about the City of Coos Bay and the Bay Area is available at <http://www.coosbay.org>.



City of Coos Bay
at your service

POSITION APPLIED FOR: _____

DATE _____

Applicant Information

NAME _____
Last First Middle

SOCIAL SECURITY NO. _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE Home _____ Message _____

Work _____ Cellular _____

Best time to call: At work _____ At home _____

May we contact you at work? Yes [] No []

EMAIL ADDRESS _____

Driver's license number/state _____ Type of license _____

Do you speak [] or write [] any languages fluently other than English?

Which language(s)? _____

Are you seeking [] FULL-TIME [] PART-TIME [] SEASONAL employment?

Have you been a member of the Oregon PERS Retirement System in the past? Yes [] No []

Do you have a high school diploma or GED certificate? Yes [] No []

Background Information

Have you ever been convicted, pled Guilty or No Contest, or forfeited
Bond or bail for any crime other than traffic violations? Yes [] No []

If yes, please explain. (Conviction does not necessarily disqualify you from employment).

Employment Experience

Please account for all periods of employment. Attach additional sheets if more space is needed. Begin with current or most recent employer and include all work history relevant to the position applied for. Include volunteer experience. Resumés are optional, but completion of this section is required.

Job Title _____ Start date _____ End Date _____
Employer _____
Address _____
Telephone _____
May we contact this employer? Yes [] No [] Direct Supervisor _____
Number of people you supervised _____ Starting Salary _____ Ending Salary _____
Reason for leaving _____
Duties and responsibilities _____

Job Title _____ Start date _____ End Date _____
Employer _____
Address _____
Telephone _____
Number of people you supervised _____ Starting Salary _____ Ending Salary _____
Reason for leaving _____
Duties and responsibilities _____

Job Title _____ Start date _____ End Date _____
Employer _____
Address _____
Telephone _____
Number of people you supervised _____ Starting Salary _____ Ending Salary _____
Reason for leaving _____
Duties and responsibilities _____

Job Title _____ Start date _____ End Date _____
Employer _____
Address _____
Telephone _____
Number of people you supervised _____ Starting Salary _____ Ending Salary _____
Reason for leaving _____
Duties and responsibilities _____

Education and Training Summary

COLLEGES, NURSING, MILITARY, TRADES, BUSINESS OR OTHER SCHOOLS ATTENDED

Name of School and Location	Total Number of Hours	Type of Training or Major	Name of Certificate or Degree Received

Licenses and Certificates

List below any licenses/certificates that you have that may be required for this position.

Title of License or Certificate _____

Number _____ Issuing Agency _____ Expiration Date _____

Title of License or Certificate _____

Number _____ Issuing Agency _____ Expiration Date _____

Certification of Information/Release

BY MY SIGNATURE BELOW, I:

Authorize the investigation of all matters which the City of Coos Bay deem relevant to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents and in any interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, co-workers, etc.) employers or other entities (schools, etc.) supplying it. I also release you from all liability, which might result from making the investigation.

Certify that the facts and information given in this application, in any attachment or supporting documents and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission as well as any misleading statements or omissions, generally will result in denial of employment or immediate termination, regardless of when or how discovered.

Understand that I may be required to submit to pre-employment or post-employment physical examination or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs or alcohol. I agree to such examinations inquiries or testing. I authorize release of the results to the City to evaluate my suitability for employment. I release the City from all liability arising out of or connected with any examinations, inquiries or testing.

Understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have reviewed all of the information provided in this application and in any attachments or supporting documents.

Understand that if I am hired as a temporary employee, I cannot expect continued employment in a temporary position or to automatically become a regular employee. As a temporary employee, I may be disciplined or discharged from employment for any lawful reasons without warning.

NOTE: Applications or resumés cannot be returned. The City of Coos Bay cannot make copies of applications. Please make necessary copies before submitting. A separate application is required for each individual vacancy. Unsigned applications will not be processed.

Signature: _____ Date: _____

CITY OF COOS BAY

POLICE DEPARTMENT - SUPPLEMENTAL APPLICATION

GENERAL INSTRUCTIONS This application must be completed in legible handwritten or printed form by applicant. Answer all questions. If a question is not applicable to you, indicate by placing "n/a" in the appropriate space. Where space for an answer is inadequate, attach additional sheets and number your answers to correspond with the question. DO NOT MISSTATE OR OMIT material facts since these statements will be verified to determine your qualifications for employment.

- List all other names you have used, including nicknames and maiden name if applicable. If you have ever used a surname other than your true name indicate what periods and circumstances the name was used. If you have ever legally changed your name, give date, place and court.

- Date of Birth (M/D/Y) _____ Place _____

- Citizenship: U.S. Citizen _____ By Birth _____ Naturalized _____

- Residence: List all residences for the past ten (10) years, beginning with the most recent address. Include addresses while attending school and/or military service.

Month and Year	Street Address	City	State
----------------	----------------	------	-------

- Foreign Language: Enter foreign language(s) and indicate your knowledge of each by listing as slight, good, or fluent.

LANGUAGE	SPEAK	UNDERSTAND	READ	WRITE

- U. S. Military Service: Complete if you have been in the military service. (attach DD214)

Branch & Type of Discharge: _____

Date Entered: _____ Date Discharged: _____ Service#: _____

7. Are you now a member of any military reserve unit? Yes No

Name of Reserve organization: _____ Active _____ Inactive _____

8. While in the military service were you ever convicted for an offense which resulted in a trial by deck court, or by summary, special, or general court martial? If yes, explain.

9. When was your last eye examination? _____

Do you wear corrective lenses? Yes No

NOTE: Oregon Administrative Rules state for police applicants "the applicant must possess normal color discrimination, normal binocular coordination, and normal peripheral vision. The applicant must possess uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with 20/200 or worse uncorrected visual acuity in both eyes must be rejected."

10. Do you use or have you ever used illegal drugs or narcotics? Yes No

Do you have any reason to be concerned about the investigation into your use of narcotics or dangerous drugs? Yes No If yes to either question, explain.

11. Have you ever been convicted of an offense other than a parking violation?

Yes No If yes, list the date, place, charge, disposition and details of each incident. Include all convictions and citations.

NOTE: Convictions for misdemeanors are not an automatic disqualification to employment.

12. List the name, address, and telephone numbers of three social acquaintances.

1. _____

2. _____

3. _____

13 Are you, or have you ever been associated with any group or organization advocating the overthrow of the United States Government by force? Yes No If yes, please explain.

14. Are there any incidents in your life not previously listed in this application which may reflect upon your suitability to perform the duties of a Police Officer or which may require further explanation? Yes No If yes, give details.

15. Are you willing to abide by the rules and regulations and policies of the Coos Bay Police Department? Yes No

16. RELATIVES: (provide full name for each person)

FATHER	Occupation
Address	Employer
City/St/Zip	Address
MOTHER	Occupation
Address	Employer
City/St/Zip	Address
SPOUSE	Occupation
Address	Employer
City/St/Zip	Address

CHILDREN	Occupation
Address	Employer
City/St/Zip	Address
CHILDREN	Occupation
Address	Employer
City/St/Zip	Address
CHILDREN	Occupation
Address	Employer
City/St/Zip	Address

CERTIFICATE OF APPLICANT
(read carefully before signing)

I certify that all statements made in this application are true and I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all eligibility to any employment in the service of the City of Coos Bay.

Print Name

Signature

Date

Have you included copies of:

1. Resume
2. Military DD214
3. Transcript from last high school attended, or certificate of equivalency if applicable. (If not attached, date sent for)
4. Transcript from all colleges attended. (If not attached, date sent for)



**CITY OF COOS BAY
APPLICATION FOR EMPLOYMENT**

500 Central Avenue – Coos Bay – Oregon 97420
(541) 269-8915

AUTHORIZATION FOR RELEASE INFORMATION

To Whom It May Concern

I respectfully request and authorize you to furnish the City of Coos Bay Police Department with any and all information that you may have concerning me, my employment and educational records.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested.

Print Name

Signature

Date