



The Town of Paradise Invites Applications for Public Safety Dispatcher

The Town of Paradise is situated in the western foothills of the Sierra Nevada Mountains spanning 18 ½ square miles. The Town's population is approximately 27,000 with another 20,000 living in the adjacent unincorporated areas. Our elevation ranges from 1700 to 2200 feet. Located about 90 miles north of Sacramento and 7 miles east of Chico; Paradise is a beautiful community offering a scenic and semi-rural lifestyle surrounded by picturesque canyons, beautiful mountains, streams and tall pines.

Paradise is known for its four distinct season climates. The Town's altitude keeps Paradise generally cooler than the valley floor during the summer and above the valley fog in the winter. The winters offer an occasional light and beautiful snowfall. Paradise averages 257 sunny days per year.

Paradise offers its residents a rare combination of advantages. From great natural beauty and charm, affordable homes, a variety of recreational pursuits, to cultural activities and shopping. Recreational opportunities are plentiful as this beautiful countryside offers outdoor activities such as hiking, camping, fishing, golfing and many family friendly activities. For water sport enthusiasts, Lake Oroville recreational area is within minutes of Paradise.

Paradise has public, private and charter school systems that provide excellent curriculum for our young residents. For those adults wanting to further their education, Butte Community College and California State University at Chico are within close proximity.

The Town of Paradise, Incorporated in 1979, is celebrating 30 years of incorporation. The Town of Paradise is a general law city in Butte County, California and is governed as a Council/Manager form of municipal government. The Town of Paradise is a progressive, full-service municipal government.

The Paradise Police Department currently has 58 employees and proudly serves a supportive, diverse community.

The Police Department works around the clock to protect lives and property within the Town of Paradise. Our dedicated staff is committed to providing exceptional public safety services and taking a leadership role in building community partnerships to make our community a better, safer place to live, work and play. Paradise is the second largest city in Butte County and is considered one of the safest communities in the area.



Paradise Lake, Photo: Glenn Harrington

SALARY

\$2,577.47 to \$3,288.13 per month

APPLICATION PROCEDURES

Interested persons who meet the minimum qualifications are invited to submit a completed Town of Paradise Application for Employment form, a typing certificate and current DMV printout; in a sealed envelope to the following address: Town of Paradise; Human Resources Department, ATTN: Public Safety Dispatcher Testing, 5555 Skyway, Paradise, CA 95969 Telephone: (530) 872-5920.

This recruitment is continuous. Faxed applications will not be accepted.

SELECTION PROCEDURE

Following a review of the applications, candidates who meet minimum qualifications will be invited to participate in a testing process. Candidates who pass the test will be invited to participate in an oral board testing process.

The successful candidate will be required to pass an extensive background check, consisting of credit and fingerprint check; polygraph, psychological test, pre-employment physical examination at the Town's expense, and final background review prior to appointment.

BENEFITS

Benefits provided by the Town of Paradise pursuant to the Paradise Police Officers Association MOU for this position at the time of appointment will apply. The probationary period for this position is eighteen months. The following are current benefits:

- PERS retirement plan (2%@55)
- Retiree Medical
- Tuition Reimbursement up to \$550/annually
- Uniform Allowance \$682/yr.
- Sick Leave 96 hrs/yr.
- Vacation Leave Starting at 80 hrs/yr. + seniority
- Holidays 13 days/yr.
- Floating Holidays 8 hrs/yr.
- PERS Medical Plan
- Guardian Dental Plan
- Superior Vision Plan
(Some employee costs apply)
- Long/Short-Term 2/3 of base salary
Disability Plan
- Life Insurance \$100,000
- Longevity 2.5% @ 10 years
5.0% @ 15 years
- Housing Assistance Program for Employees

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

REQUIRED QUALIFICATIONS

Knowledge of: Modern office methods, equipment and procedures; correct English usage, spelling and punctuation; use of computers and various programs.

Ability to: Remain calm in emergency situations; handle confidential matters with a high degree of discretion; learn to operate public safety radio and 911 PSAP (Public Safety Answering Point) communications equipment; operate local public safety Computer Aided Dispatch system and confidential state-wide telecommunications systems; read maps quickly and accurately; learn and apply rules and procedures involved in the maintenance of public safety records; understand and carry out oral and written instructions; work cooperatively with others.

Education/Experience: Graduation from high school or equivalent. One year of general clerical experience involving public contact desirable, preferably in a law enforcement or fire department setting.

Skills: The ability to produce a document at a net rate of 40 words per minute with less than a 5% overall error rate.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer
Visit our website for more information at www.townofparadise.com