

## ***Filing and Testing***

Successful candidates may be required to complete a written and oral exam, pass psychological examination, polygraph, medical evaluations and drug test. In addition pass an extensive personal history background, have a proven record of handling confidential information and ability to type 45 wpm.

## ***Compensation & Benefits***

Salary Range \$2,574—3,287 per month  
\$14.85 per hr. for Part time position (no benefit package)

Health, Dental, Vision packages offered

80 hours paid vacation per year to start

13 Holidays per year

12 days annual sick leave

Uniform allowance \$60 per month

2% @ 55 PERS retirement

Several pay incentives are offered with this position. Bilingual candidates (Spanish) are encouraged to apply.

Lateral may be hired at a higher step depending on years of experience.

## ***The Application***

To request an application, please contact Jan Cain at 530-846-2649 or at [jcain@gridley.ca.us](mailto:jcain@gridley.ca.us).

Return completed applications to:

**City of Gridley Personnel Dept.**

**Gridley Biggs Police Dept.**

**685 Kentucky St.**

**Gridley, CA 95948**

The FILING DATE DEADLINE IS

Continuous filing until filled.

**Gridley-Biggs Police Department  
685 Kentucky Street  
Gridley, CA 95948**

**The City of Gridley**

*Invites your interest for the  
position of*

**Police Dispatcher**



**Gary Keeler, Chief of Police**

## The Community

Gridley, with a population of 6,167 is located on Highway 99 in Southern Butte County, approximately 50 miles North of Sacramento. The community was established in 1870 when a railroad was established in the area. Gridley was incorporated in 1905 and is centrally located in an agricultural region that produces rice, peaches, walnuts, kiwi and other products.



*City Hall  
City of Gridley*

Municipal services include Police, Public Works, Utilities (Electric, Water and Sewer Treatment), Recreation, Parks, Community Development and Administration. Fire Service is provided under a contract with the California Department of Forestry. The City Redevelopment Agency has established an industrial park and is actively promoting economic development. The City also operates boat ramp and shooting range facilities on the Feather River.

After decades of slow growth, the City is processing applications for approximately 1,200 housing units and anticipates additional submittals in the near future.

Educational facilities, located within the community, provide Elementary and Secondary education to surrounding areas. The Butte County Fair, located in the City, offers activities throughout the year.

The community is served by Biggs-Gridley Hospital with 24 hour emergency room service.



*Mural in  
Downtown*

## The Region

Outdoor sports including hunting, fishing, boating and hiking are available in the immediate area. Butte County, which has a population of 210,000 has a diverse climate and topography that includes the valley floor and mountainous areas. California State University at Chico and Butte College are located within the County. Four other incorporated cities (Biggs, Chico, Oroville and Paradise) are located within the County. The 11,000 acre Gray Lodge Wildlife Refuge, located 13 miles from the City, is situated on the Pacific Flyway.



*Gray Lodge Wildlife Refuge and the Sutter Buttes*

## The Department

The Department has 17 sworn, 6 civilian and 10 volunteers with an annual budget of \$2.8 million. The Department operates a 911 dispatch center that serves the communities of Gridley and Biggs. In addition to traditional law enforcement, the Department operates an Animal Shelter and provides animal control services.

The department operates from a modern facility that was completed in 1998.



*Gridley Biggs Police Department*

## Position Requirements

Applicant must be multi-task oriented and under general direction, be able to:

- ◆ Think quickly, calmly and clearly in emergency situations, dispatching emergency personnel as needed.
- ◆ Determine priority of calls and type of response required.
- ◆ Listen to and comprehend radio transmissions and telephone calls.
- ◆ Clearly project voice over both radio and telephone.
- ◆ Learn/operate CAD and other computer equipment.
- ◆ Learn 10 & 11 codes, frequently used Penal Code and Calif. Vehicle Code Sections.
- ◆ Read and comprehend maps and give directions.
- ◆ Comprehend formatted messages and verbalize the information.
- ◆ Deal tactfully & courteously with the public reporting emergencies, seeking information and/or filing a report.
- ◆ Compile, maintain, process and prepare a variety of records and reports.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Must be proficient in keyboard use

## The Position

Under general supervision, receive emergency calls including 9-1-1 and non emergency calls, dispatch police and emergency units, maintain contact with personnel in the field, operate a variety of transmitting/receiving equipment, perform a variety of general support duties related to dispatch activities, perform related duties as required. Must be willing to work various shifts, including nights, week-ends, holidays, etc. Candidates must be willing to be called back or held over to maintain staffing.