



The Department of Personnel Services, Employment Services Division announces the exam for:

## **Airport Operations Dispatcher Level I/II**

*Exam # 29444-A*

### **Approximate Monthly Salary:**

**Level I: \$3,278.17 - \$3,984.58 Monthly**

**Level II: \$3,723.58 - \$4,525.75 Monthly**

**Range B: \$4,024.58 - \$4,891.17 Monthly**

### **DESCRIPTION**

The Airport Operations Dispatcher Level I/II will receive, evaluate and respond to aircraft emergency, emergency 9-1-1, security, and a variety of non-emergency calls and radio traffic; receive and handle routine calls such as paging and requests for information; dispatch necessary medical, fire, law enforcement or other County personnel and equipment; monitor and operate closed circuit television, secure area badge access, and gate access systems; and prepare and maintain a variety of reports, records and information.

### **MINIMUM QUALIFICATIONS**

#### **Either 1: Education**

Completion of high school or equivalent, and successful completion of the P.O.S.T. Public Safety Dispatcher Basic Course, or certification in police, fire or emergency medical dispatch from an accredited college or recognized technical program.

#### **Or 2: Experience**

One year of full-time experience operating telecommunications and dispatching equipment. Experience must include extensive public contact in a high volume call and/or dispatch environment while coordinating multiple concurrent tasks.

**First cut-off is at 5:00pm on March 21, 2019.**

**Please refer to job announcement for cut-off dates.**

**Final cut-off is at 5:00pm on May 16, 2019.**

**Please see job announcement for important testing information.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at [www.saccountyjobs.net](http://www.saccountyjobs.net).

#### **IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS**

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."