



City of Boulder City, Nevada
401 California Ave., Boulder City, Nevada 89005
personnel@bcnv.org
www.bcnv.org/careers

THE CITY OF BOULDER CITY, NEVADA IS SEEKING A HIGHLY QUALIFIED
PUBLIC SAFETY DISPATCHER

Opening Date: January 11, 2023
Closing Date: Until Filled First Review: January 31, 2023

Hourly Rate: \$ 28.47 - \$34.16 (\$59,217 - \$71,052)

EXTRAORDINARY BENEFITS:

Medical Insurance – Provided through Teamsters Trust and the City pays 100% of the employee’s premium.

Dental Insurance – Provided through Teamsters Trust and the City pays 100% of the employee’s premium.

Vision Insurance - Provided through Teamsters Trust and the City pays 100% of the employee’s premium.

Retirement – 29.75% of your salary provided through the Nevada Public Employees’ Retirement System (PERS). The City of Boulder City provides an Employer Pay Contribution Plan (EPC). Under this pre-tax plan, the employer pays the PERS contribution on your behalf. Future PERS increases are split between the City and the employee through a salary reduction in lieu of a pay raise.

Holidays – Eleven and a half holidays and an additional floating holiday per calendar year.

Leave Benefits – First year you will have 80 hours annual leave available with increasing accrual rates based on tenure milestones. Sick leave accrues at 10 hours per month and other leaves are available.

Benefits subject to change.

HOW TO APPLY:

Qualified applicants must complete an application at www.bcnv.org/careers. Appointment subject to complete background investigation and City-paid pre-employment, post-offer physical examination.

The most highly qualified applicants will be contacted (via e-mail) and asked to continue in the process.

To be considered: Qualified applicants should complete one (1) City of Boulder City online job application at <http://www.bcnv.org/Careers>, **AND** one (1) examination through the National Testing Network (NTN) <https://www.nationaltestingnetwork.com/publicsafetyjobs/search.cfm?position=6#viewresults>. Applicants must achieve a passing score on all components: Video Simulation: 53% for Call Taker, 64% for Notes, and 43% for Dispatch. and 35 Accurate Net WPM with no more than 10 errors.

Example:

Gross Words	45 Gross WPM
Minus Errors	-10 Errors
Accurate Net WPM	35 Accurate WPM

Achieving a passing score or higher does not guarantee an invitation to the next step in the recruitment process. The pool of qualified candidates derived from this recruitment may be used to fill more than one position.

Completed online job application and NTN examination must be received no later than the close date noted above.

Appointment subject to complete background investigation and physical examination and drug screening.

The pool of qualified candidates derived from this recruitment may be used to fill more than one position.

REPRESENTATIVE DUTIES: *(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)*

Answer Emergency and non-emergency calls for service. Dispatch appropriate personnel to location or incident scene. Respond to needs of officers and fire personnel involved in public safety related activities. Maintain composure during incident period and prioritize tasks according to importance. Relay information to other agencies and coordinate mutual response radio traffic. Operate a variety of equipment such as: Computer Aided Dispatch (CAD) system, record management system (RMS), state linked terminal, vehicle mapping, multiple-line telephone and police radio. Assess situations and make appropriate decisions consistent with established guidelines and training. Maintain accurate department and public safety records and files. Act as first line answering point for the department and respond to requests from the public. Effectively use the English language including spelling, vocabulary, punctuation, and grammar. Performs related duties as may be assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, and,

One (1) years of experience requiring constant public contact, preferably with radio broadcasting equipment.

Current or be able to obtain certifications in Emergency medical Dispatcher (EMD), NCIC/NCJIS, and CPR from the State of Nevada.

Must possess and maintain a valid Nevada or “border state” driver’s license, as defined by NRS 483.

Must pass a nationwide fingerprint-based record check, and a wants/warrants check.

Must be able to type 35 wpm.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the geographic layout of the City of Boulder; law enforcement record keeping procedures; law enforcement forms, terminology, departmental programs, policies and procedures.

Skill in using personal computers and database systems.

Ability to give oral and written directions; establish and maintain cooperative working relationships; read and prepare reports, correspondence and instructions; operate office equipment including computers, typewriters and copiers; listen to and understand radio transmissions and telephone conversations; clearly communicate verbally using a radio or telephone; work quickly, under pressure, exercising good judgment; deal calmly and professionally with people in crisis situations; prioritize multiple requests for assistance; effectively explain policies and procedures; accurately enter data and proofread materials; and follow written and verbal instructions.

ADDITIONAL INFORMATION

Supervisory classification: No

EEO 4 Category: Administrative Support

May be required to work an alternative or flexible work schedule, outside of normal business hours, which may include evenings, weekends, holidays, and/or extended hours.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

General Physical Requirements Light work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Must be able to lift a minimum of 15 pounds unassisted. If the use of arm and/or leg controls requires exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Physical Activities None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Visual Acuity The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

Working Conditions The worker is subject to a noisy, active work environment and working under pressure in crisis situations with members of the public. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes. The worker is prone to continuous sitting at workstation for periods of two to three hours.

FLSA STATUS:

Non-Exempt.

AN EQUAL OPPORTUNITY EMPLOYER
"CLEAN GREEN BOULDER CITY"