



**City of Ripon**  
**POLICE DEPARTMENT**  
259 N. Wilma Ave. • Ripon, CA 95366

Business (209) 599-2102  
Animal Services (209) 599-3067  
Fax (209) 599-4034  
TRAK (209) 599-5583  
E-MAIL: [rpdmal@cityofripon.org](mailto:rpdmal@cityofripon.org)

Richard A. Bull, Chief of Police

**POSITION ANNOUNCEMENT**  
**POLICE DISPATCHER/CLERK**

Salary Range: \$34,118-\$41,471

**THE POSITION:** Under direction, receives and transmits requests for assistance, dispatches personnel and equipment, maintains records, prepares reports, performs such other duties as may be required.

**QUALIFICATIONS:** **Education and Experience:** Requires education equivalent to graduation from high school. One year of clerical experience or satisfactory completion of specialized clerical courses. Experience or training as a police dispatcher is desirable, but not required. Requires typing at minimum 45 wpm  
**Knowledge and Abilities:** Knowledge of modern office equipment and procedures; operation of computer equipment and data entry; police and emergency operations and activities. Ability to speak clearly, distinctly and grammatically correct; carry out written and verbal instructions; keep clear and accurate records; work under stress; work for prolonged periods in small areas; deal effectively with the public in routine as well as stressful situations; work varying shifts; type at a minimum speed of 45 WPM; establish and maintain cooperative working relationships with those contacted in the course of work. **Physical Requirements:** Applicants considered for employment must satisfactorily pass a physical examination by the City, at City expense, and are cautioned not to quit or give notice to present employers until they qualify on the medical examination. **Other Requirements:** Possession of a valid California driver's license. Must be eligible to work in the United States and live within a 25-mile radius of the Ripon City Hall (After hiring).

**BENEFITS:** **Health, dental, vision & life** - the City provides medical, dental, vision, and life insurance benefits to all full time employees and their dependents. **Retirement** - the City participates in both Social Security and a "Money Purchase Pension Plan" (15% city contribution). **Vacation** - 10 days vacation at 1 year of service, 15 days at 5 years, 20 days at 15 years. **Holidays** - 13 paid holidays per year (includes birthday and 3 floating days). **Sick leave** - 8 hours of sick leave are earned per month with unlimited accumulation and 50% retirement for unused sick leave.

**SELECTION PROCEDURE:** Applications are screen for completeness and minimum qualifications. Once screened those candidates will participate in an oral and/or written test. An eligibility list will be established by ranking candidates according to their overall scores. The list will remain in effect for 1 year unless sooner exhausted, terminated or extended by the City.

**APPLICATION PROCEDURE:** A City of Ripon Employment Application Form **and Resume** are required. Submit to City of Ripon Police Department, 259 N. Wilma Avenue, Ripon, CA 95366. For information call (209) 599-2102. Applications accepted on a continual basis.

**AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

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