

JOB ANNOUNCEMENT
ENTRY LEVEL POLICE DISPATCHER/CLERK (rev09/17)

The Toppenish Civil Service Commission, through Public Safety Testing, will be conducting testing to establish an eligibility list for the position of Entry Level Police Dispatcher/Clerk. You must be on the eligibility list to be considered for the open position. Salary range \$2982 to \$3734 per month plus benefits. On-the-job training may be available to assist applicants in meeting the minimum job requirements during the probationary period. See Police Dispatcher/Clerk job description on the City website at www.cityoftoppenish.us for the complete job description.

Applicants must:

- Be at least 21 years of age
- Be able to read and write the English language
- Possess a high school diploma or GED
- Possess a valid driver's license

Interested Applicants, must register and successfully pass the dispatch test through the PublicSafetyTesting.com website. The last date to test to be considered for the open position is October 15, 2017 in Yakima. Please see the publicsafetytesting.com website for additional dispatch testing dates and locations. Interested Applicants are strongly encouraged to register for testing at www.publicsafetytesting.com to take the test. Walk in registration at the testing sites is available, but only on a first come first served basis, time permitting.

Successful Applicants will be contacted by the Toppenish Civil Service Secretary/Examiner and scheduled for an interview panel. Any questions regarding the interview panel will be answered by the Secretary/Examiner on the day of the interview panel, or may be made in writing prior to the scheduled interview to the Civil Service Secretary/Examiner at civilservice@cityoftoppenish.us. **DO NOT CALL CITY HALL, HUMAN RESOURCES, OR THE POLICE DEPARTMENT.**

The City of Toppenish is an equal opportunity employer.
Women and minorities strongly encouraged to apply.