



The City of Toppenish Entry Level Police Dispatcher/Clerk One Open Position

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 on **Saturday, February 6, 2021, at 9:00 a.m.** You must be on the eligibility list to be considered for the open position. 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 for complete job description.

Applicants must:

1. Be at least 21 years of age
 2. Have a high school diploma or GED
 3. Be able to read and write the English language
 4. Have a valid driver's license
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Interested Applicants must register and successfully pass the dispatcher test through the PublicSafetyTesting.com website. The application fee for testing will be waived.

The last date to test to be considered for this open Toppenish position is on February 6, 2021. Please see the PublicSafetyTesting.com website for additional dispatch testing dates and locations. Walk in registration at the testing sites is available, but only on a first come first served basis, time permitting.

Candidates are screened before entry at the test site. You are required to bring and wear a cloth facial cover at all times while at the testing site. Candidates must also show an ID before being allowed to test.

Successful applicants will be contacted by the Toppenish Civil Service Secretary/Examiner and scheduled for an interview on **Wednesday, February 17, 2021.**

Any questions regarding the interview panel will be answered by the Secretary/Examiner on the day of the interview or may be made in writing prior to the scheduled interview to the Civil Service Secretary/Examiner at civilservice@cityoftoppenish.us

PLEASE DO NOT CALL:

City Hall, Human Resources, or the Police Department

The City offers excellent benefits:

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| • Salary Range: \$3,355 to \$4,496 (DOE) | • Annual Paid Leave: up to 24 days + Sick Leave |
| • Longevity after 2 years | • 90% paid Medical |
| • Annual 40-hr vacation cash-out | • 100% paid Dental and Vision |
| • 5% Interpreter pay for qualified Spanish speaking | • 10% Retirement contribution |

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