

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SENATE SERGEANT-AT-ARMS OFFICE
COMMUNICATIONS OPERATOR
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Communications Operator receives, evaluates, and prioritizes all incoming calls to the dispatch center including emergency, and non-emergency calls received from Senate staff and allied agencies requesting service or information; operates a variety of public safety telecommunications equipment including telephone, alarm and surveillance equipment, and a multi-channel radio system.

DUTIES:

Documents calls for service, dispatches Sergeants, and coordinates response of Sergeant Personnel. Performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to Sergeant-at-Arms activity. Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; assigns and dispatches personnel in accordance with policies and procedures; Transfers calls to other appropriate agencies in accordance with established procedures; obtains and dispatches other support services as necessary. Maintains contact with all Sergeants on assignment, while maintaining status and location of field units; monitors multiple radio frequencies and relays emergency and non-emergency information to Sergeants personnel in the field. Provides support to Sergeants by gathering information from various computer systems including CLETS, and the Sergeant-at-Arms internal threat database. Monitors security cameras and alarms for the State Capitol and Legislative Office building. Performs related duties as required.

EDUCATION:

High school diploma or equivalent is required.

QUALIFICATIONS:

Must pass a background check, and a drug and alcohol screening. Candidate will be required to complete a 120-hour Public Safety Dispatcher Basic Course. Must have ability to multi-task; demonstrate high level of integrity, reliability, attention to detail, and have excellent written and verbal communication skills. Required to work irregular hours, holidays, and weekends when needed.

CANDIDATES MUST BE FULLY VACCINATED

If you are offered this position, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA. Salary starts at \$3624 per month plus benefits. Final salary is commensurate with experience and education. Applications will be accepted until position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

SUBMIT SENATE APPLICATION AND RESUME TO:

Sergeant-At-Arms Office
1021 "O" Street – Room 3751
Sacramento, CA 95814

The Senate application form is available through the Senate job webpage: www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

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