



Marin County Fire Department

Seasonal Dispatch Assistant Recruitment-Extra Hire

Hourly rate: \$18.88 - \$20.82

Application period: January 5 – February 27, 2017

Thank you for your interest in becoming a Seasonal Dispatch Assistant for the Marin County Fire Department. This is an opportunity for an extra-hire Fire Dispatcher Assistant to help with dispatching resources, and performing both emergency and non-emergency incident support work.

The ideal candidate:

- ✓ Is an effective communicator with the ability to multi-task;
- ✓ Possesses sound judgment under stress and emergency situations;
- ✓ Deals tactfully with the public;
- ✓ Works well in conjunction with cooperating agencies and co-workers;
- ✓ Read and interpret maps;
- ✓ Will be able to learn to dispatch public safety equipment in an effective manner;
- ✓ Knowledge of word, excel and window based programs.

Prior experience in emergency services is highly desirable, as well as, completion of an accredited dispatch training program. This is a seasonal position expected to **start around April 2017 and conclude at the end of fire season (late Fall)**.

The typical work schedule consists of 10-12 hour shifts, but candidates must be willing to work a 24-hour shift if needed. Must be willing to be called back and work overtime in emergency situations.

For specific information on the Marin County Fire Department, please visit us on [Facebook](#) or our [department web page](#).

If you wish to be considered for this extra-hire opportunity, please send your completed application to Kellie Sullivan at ksullivan@marincounty.org.



35459



Marin County Employment Application

MARIN COUNTY FIRE DEPARTMENT
PO Box 518
Woodacre, CA 94973

Phone: (415) (+) -6717
Fax: (415) (+) -2969

Last

First MI

Thank you for considering Marin County for employment. We appreciate that you have taken the time and effort to submit an application. Working for Marin County is both exciting and challenging. Regardless of your specific employment interest, you will provide public service to a local community that is active, diverse and expects high quality service. The attached application is the initial step in the selection process. Before completing the application, please read these instructions and the Job Announcement to ensure you submit all the information necessary for the County to evaluate your application. Applications must be received **no later than 5:00 PM on the application deadline date shown on the job announcement.** Postmarks are not accepted. Submitting a complete, correct and legible application ensures that you will be given full credit for your education and experience.

Make copies of any additional materials you wish to keep before you submit your application. Submitted application materials will not be returned. Resumes are not accepted in lieu of the standard employment application.

Applications can be mailed to PO Box 518, Woodacre or hand delivered to: 33 Castle Rock, Woodacre. NO EMAIL OR FAXED APPLICATIONS WILL BE ACCEPTED.

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or hand delivered to: 33 Castle Rock, Woodacre
NO EMAIL OR FAXED APPLICATIONS WILL BE ACCEPTED**



Marin County Fire Department
33 Castle Rock, PO Box 518
Woodacre, CA 94973
An AA/EEO Employer
Phone: (415) 473-2731
FAX: (415) 473-2969

EMPLOYMENT APPLICATION

Last Name

First Name MI

Mailing Address (please include apartment number)

City

State Zip

Area Marin County North Bay San Francisco East Bay
 All Other California Areas Outside California South Bay

Home Phone - - Cell Phone - - Ext.

OK to leave message? Yes No OK to leave message? Yes No

E-Mail Address. Please write clearly so that we can tell the difference between letters and numbers, e.g., "O" and "0" (zero); "I" or "L" and 1 (one)

TYPE OF EMPLOYMENT (CHECK AT LEAST ONE BOX)

Regular Full-Time Regular, Part-Time Extra Hire (Temporary)

Are you currently employed by Marin County as a regular (not extra hire) employee? Yes No

Are there any County departments where you do **NOT** want to work? Yes No If Yes, please specify:

NOW AUTHORIZATION

In compliance with a court issued consent decree, may we release your name to the Marin County Chapter of the National Organization for Women (NOW)? Yes No

FOR HUMAN RESOURCES USE ONLY

Accept Reject Educ Expr Lic Loc Bil Shift FT PT Typ NMI SQ NI Spec

Accept Reject Comments Reviewed

Vets Pts N/E 2 4

Date Received / / Received By Number of Pages (not blank) Page 3

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MILITARY SERVICE

Veterans preference points are added only to qualified applicants applying for entrance exams. A copy of your DD-214 must be submitted to the HR Department prior to the filing deadline date for the recruitment.

Veteran of U.S. Armed Services? Yes No

BILINGUAL ABILITY Please list languages (other than English) in which you are fluent and circle applicable skill(s).

1.

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Speak Only Speak/Read/Write

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Speak Only Speak/Read/Write

ADDITIONAL PERSONAL INFORMATION

As an adult, have you ever been convicted of a felony? Yes No Do not mention any marijuana related offenses that are older than two years. If "yes", please explain charges and circumstances.

Conviction is not an automatic bar to employment. Each case is reviewed on the basis of job relatedness.

Have you ever been discharged or resigned in lieu of discharge? Yes No If yes, please explain:

EDUCATION/BACKGROUND: Please read the requirements section on the job announcement before completing this section.

High School Graduate?: Yes No If no, Passed High School Equivalency Tests?: Yes No

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4

Post Graduate Work: 1 2 3 4

EDUCATION AND EXPERIENCE

Name and Location of College, University, Business Correspondence, Trade or Service Schools

	Course of Study	Degree Awarded	Completed		Did You Graduate?
			Sem Units	Qtr Units	
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> Attending <input type="radio"/> No

If the position for which you are applying has specific course requirements indicated on the job announcement, list the course(s) that satisfy these requirements, unless they are requested on the supplemental application.



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Please list currently valid certificates of professional or vocational competence, licenses and expiration dates. (Include date of completion if requested on the job announcement flyer.)

Title _____ Issuing Agency _____

Date Issued _____ Expiration Date _____ ID# _____

Title _____ Issuing Agency _____

Date Issued _____ Expiration Date _____ ID# _____

Are you at least 18 years of age? Yes No If no, please attach a copy of your work permit.

Are you a U.S. Citizen, or legally authorized to work in the United States? Yes No

At the time of appointment, all new employees will be required to furnish documentation verifying their identity and authorization to work in the United States.

Are any relatives currently employed by Marin County? Yes No

If yes, please list relative's name and relationship _____

TRAINING AND/OR SPECIAL SKILLS

Please describe any additional information including additional training, memberships in professional organizations, certificates/licenses and/or special skills which you possess that you consider relevant to the position for which you are applying.

May we contact your current employer?

Yes

No

Only after contacting me first.

EMPLOYMENT HISTORY: Please list all experience beginning with your current or most recent employer. Include volunteer assignments, on the job training and military service. To list additional employers, copy this page and attach to application.

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		# of Hrs. Worked Per Wk _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					

Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		# of Hrs. Worked Per Wk _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					

Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		# of Hrs. Worked Per Wk _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					

Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		# of Hrs. Worked Per Wk _____			
Position Title	Supervisor Name/Title	Telephone and Area Code		# of People Supervised _____	
				Monthly Salary \$ _____	
Description of Your Duties					

Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		# of Hrs. Worked Per Wk _____			
Position Title	Supervisor Name/Title	Telephone and Area Code	# of People Supervised _____		
			Monthly Salary \$ _____		
Description of Your Duties					

Reason For Leaving					

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Name and Address of Organization		From		To	
		Month	Year	Month	Year
		# of Hrs. Worked Per Wk _____			
Position Title	Supervisor Name/Title	Telephone and Area Code	# of People Supervised _____		
			Monthly Salary \$ _____		
Description of Your Duties					

Reason For Leaving					

I hereby certify that the statements in this application are true. I request, authorize and consent to investigation by the County of Marin of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for may result in immediate removal of my application from consideration or immediate discharge from employment arising from this application. I request and authorize the County of Marin to secure information related to this application and my experience, certification and/or licensure from former employers, personal and professional references, educational institutions, sources of certification or licensing and governmental/judicial agencies. I specifically request, authorize and consent to the County of Marin's thorough investigation of whether I have a record of criminal conviction, and if so, the nature of such criminal conviction and all surrounding circumstances available through lawful means, including providing my fingerprints to the County to facilitate this investigation. The County of Marin has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment. I request, authorize and consent to the foregoing parties to provide the requested information to the County of Marin and release them and the County of Marin from any liability arising there from. I understand that any offer of employment is considered tentative until satisfactorily passing a physical examination, at County expense, prior to the time of actual employment.

I am aware that the County of Marin may obtain public records regarding me for employment purposes, including but not limited to evaluation for employment, assignment, and/or promotion.

I acknowledge that the term public records as used herein are limited to records of arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

Check one line only:

I hereby elect to receive any public records, which may be obtained by the County of Marin for employment purposes under Civil Code § 1786.53.

I hereby elect not to receive any public records, which may be obtained by the County of Marin for employment purposes under Civil Code § 1786.53.

Date _____ **Applicant's Signature** _____

Print Name _____

Marin County is located north of San Francisco, just across the Golden Gate Bridge. The Mediterranean climate along with the commitment to open space makes it one of the most enjoyable living areas in the country. The County of Marin provides a wide range of services including health care, social services, parks and open space, fire control, criminal justice, and community development to its more than 250,000 residents in its 521 square mile area. The county seat of Marin County is San Rafael and is easily accessible from all parts of the Bay Area.

Thank you for considering Marin County for employment. We appreciate that you have taken the time and effort to submit an application.

Working for Marin County can be exciting and challenging. Regardless of your specific employment interest, you will provide public service to a local community that is active, diverse and expects high quality service.

It is sometimes said that the recruitment process in government hiring is too lengthy. We find that the time frame we use is necessary to attract and evaluate all candidates in a thorough and fair process. To give you an idea of the time frame, the following is indicative of a typical recruitment.

Recruitments generally have a two to six week application filing period.

- Candidates are notified of their status information approximately five days after the close of the filing period.
- If you meet the minimum qualifications, you will receive notification informing you of the subsequent testing process. This generally takes another week or two. If you do not meet the minimum qualifications, you will receive a notice stating the reason.
- Should a second or third step be necessary due to the number of candidates, it may take an additional week or two. Notices of each step will be mailed to the candidate.
- If you are among the final candidates, again, you will receive notification. The candidates with the top five scores will be the first to be certified to the department with a vacancy. Candidates are sent an invitation to the selection interview when they are certified.
- Depending on the number of candidates for each recruitment, the examination timeframe may be anywhere from one to six weeks after the filing deadline.

Although the recruitment process may take several weeks, the rewards of County employment are plentiful. Attaining County employment is an honored accomplishment. It means you were among the most qualified in your chosen field! You will be joining other high quality individuals in providing excellent service to a wonderful community.

Disclaimer:

The provisions of the recruitment announcements do not constitute an expressed or implied contract. Any provision contained in such announcements may be modified or revoked without notice. Questions regarding a recruitment announcement may be directed to the Human Resources Department.

DATE RECEIVED