CITY OF VISALIA
CAREER OPPORTUNITY

Assistant Communications Operator

Monthly Salary $4,863- $6,113

Deadline September 4, 2026

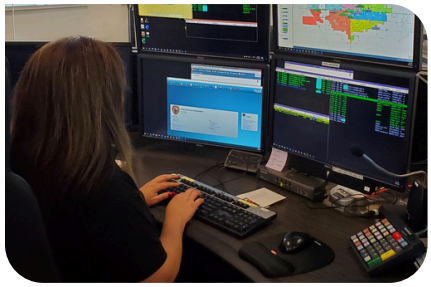
The Position

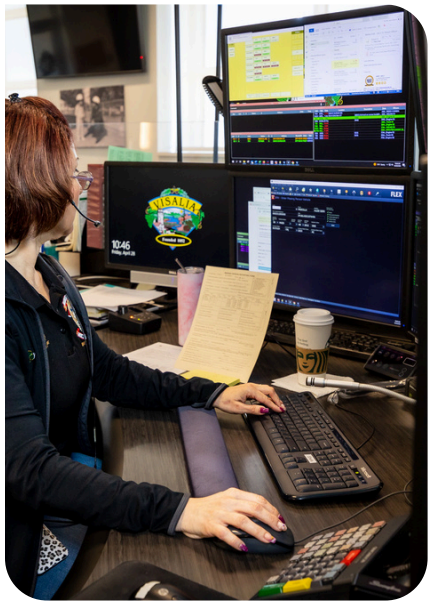
An Assistant Communications Operator works under direct supervision of the Communications Supervisor. They will:

- Receive and transmit routine and emergency telephone and radio traffic
- Dispatch and coordinate police, fire and animal control
- Maintain and process a variety of communications paperwork, records, and logs

As an Emergency Services employee, the applicant must be available for all shifts including nights, weekends, and holidays.

This recruitment requires successful completion of the POST Entry Level Dispatcher Selection Test Battery. Tests are given several times a year with the next testing date to be determined.





The Ideal Candidate

The Visalia Police Department is looking for a professional candidate with the ability to answer multi-line phone system, monitor multiple screens and incoming information in various electronic forms, dispatch appropriate personnel and equipment in emergency and non-emergency situations, while focusing on customer service and a desire to serve the community. Upon successful completion of the training period, this position may be flexed up to the Communications Operator level.

REQUIREMENTS INCLUDE:

- Two (2) years public contact or related dispatch experience involving customer service, telephone contact, problem solving, and/or clerical duties. Prior experience working in a law enforcement communications center is desirable
- Possession of a high school diploma or GED
- Type a minimum of 40 corrected wpm (typing certificate dated within one year of filing deadline MUST be submitted before hire)

KEY RECRUITMENT INFORMATION

Informational Meeting
Thursday, August 27, 2026, 5:30 pm
Visalia Convention Center
303 E. Acequia Ave

Tentative Written Exam
September 29, 2026

This position requires successful completion of the POST Entry-level Dispatcher Selection Test Battery. More information can be found on the Commision on Peace Officers Standards & Training website:

https://post.ca.gov/public-safety-dispatcher-candidate-information

BENEFITS & COMPENSATION

- $4,863- $6,113 monthly
- CalPERS Retirement Program
- Health, Dental, Life and Vision Insurance
- Longevity Pay

WELLNESS & ENGAGEMENT CULTURE

- Onsite City Health & Wellness Clinic
- Paid Holidays, Vacation, and Sick Leave
- Recognition and employee appreciation events

SUPPORT FOR CONTINUOUS LEARNING

- Tuition Reimbursement
- Continuous training and leadership opportunities

Find out more and apply at **visalia.gov/careers**

Contact us
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THE CITY OF VISALIA IS AN EQUAL OPPORTUNITY EMPLOYER