

Police Dispatcher

PICKERINGTON, CITY OF, DIVISION OF POLICE
100 LOCKVILLE ROAD
PICKERINGTON, OHIO 43147

The City of Pickerington is currently hiring for Police Dispatcher. All testing must be completed by **August 31, 2011** to be considered for this open position. After August 31, 2011, testing will continue to build an eligibility list for future positions. The City anticipates additional hiring through 2012.

Salary Information: \$17.47 per hour to \$21.24 per hour, full or part-time

Benefits Information:

Full Time: Paid holidays, Personal days, Sick Leave accrual, Vacation accrual, Shift differential, Overtime eligible, Longevity, Job-related tuition reimbursement, Uniforms, Health and Rx Insurance, Vision, Life, Supplemental, Deferred Compensation.

Part Time Dispatcher wages and uniforms are the same. Holidays are pro-rated and one 8/hr wellness day per 6 months of employment is provided. Part Time Dispatchers are ineligible for other benefits such as insurance coverage.

Job Requirements:

- US Citizen
- High School Grad/GED
- Ability to Read and Speak the English Language

Additional Information: Public Safety Dispatchers hold safety-sensitive positions with a high degree of responsibility. Candidates must pass an extensive background investigation including physical and drug testing to be eligible for hire.

Essential Duties And Responsibilities:

- Record and monitor all calls for police in Computer Aided Dispatch (CAD) System and dispatch proper personnel via radio. Interpret and transmit important information from 911 equipment to emergency personnel or to proper jurisdiction when misrouted. Monitor various radio frequencies for transmissions.
- Give potential life saving instructions to, sometimes distraught, callers over the telephone.
- Operate/Query state regulated computer terminal (L.E.A.D.S.) for information on vehicles and persons per Officer's request. This also includes making entries ie: wanted/missing people, stolen/impounded vehicles; criminal histories and sending messages to other agencies regarding sensitive law enforcement information.

- Respond to Community and Public requests regarding special events and routine questions ie: driving directions/road conditions, telephone numbers, fingerprint inquiries, etc.
- May represent police department at public speaking engagements and answer questions regarding 911 and other duties of a Public Safety Dispatcher.
- Maintain needed forms and logs for prisoners in county jail on local charges; warrant log; vehicle impounds, adult and juvenile ticket and charge log, traffic cone log, and resident vacation checks.
- Assist Clerk of Court in collecting bond/fines and issue receipts. Gather, copy, stamp and prepare court packets for arrestees. Prepare the weekly tickets for Court Clerk and prepare affidavits/personal recognizance bonds and notarize documents as needed.
- Assist outside agencies by sending back-up emergency personnel when requested; query and relay business/residence information from CAD system.
- Maintain media relations via press releases as directed from the Chief of Police.
- During high risk situations, notify the appropriate supervisor and any special units requested by the on-scene Supervisor, in addition to maintaining regular shift duties.
- Attend meetings, conferences and training seminars as needed and approved.
- May perform additional clerical and/or reception duties, including but not limited to notifying officers of changes in the court schedule, recording court dispositions, completing and distributing extra patrol forms, print daily logs, keep policy/procedure and general order books and rolodex updated, make copies and distribute reports as needed, load important address information into the CAD/InterBadge system.

Required Knowledge, Skills And Abilities:

- Knowledge of the City of Pickerington and surrounding areas; police department policies/procedures, city organizations and functions; FCC rules and regulations, and police/fire terminology.
- Ability to recognize unusual and/or threatening situations and react accordingly.
- Skill in radio operations and related equipment: Telecommunications Device for the Deaf (TDD); telephone; two way radio; CAD; L.E.A.D.S.; copy machine; fax machine; recorders; VCRs; Cellular phones and radios.

Required Education And Experience:

Any combination of training and/or work experience that establishes the possession of listed skills, knowledge and abilities above. An example of acceptable qualifications for this position are:

Completion of secondary education or equivalent; ability to appropriately respond to an emergency situations; ability to multi-task and prioritize work; carry-out written, oral or scheduled instruction; define specific problems, collect data, establish facts and draw conclusions from information; communicate effectively in oral and written form, type/keyboard 30 words per minute; assist and respond courteously and professionally to the public and co-

workers; must demonstrate excellent hearing and diction; ability to multitask with multiple calls and radio traffic, obtain required certifications within established time period.

TO PRE-TEST And QUALIFY for this position, go to: www.NationalTestingNetwork.com and select "Emergency Communications," then select the department/position. Read the department job requirements and if qualified, choose a testing facility that is close to you. Schedule test date and time(s) on the calendar, fill out the application and history forms. Be at the test location at least 30 minutes prior to test time for check-in and briefing. If you have questions, call 866-563-3882 or 425-423-9922. There is a Google Map on our website under "Testing Locations" at the bottom of the front page.

Web Site: <http://www.pickerington.net>

Updated: August 05, 2011

Classification: Police Dispatcher

Columbus State Community College test dates coming soon.