



CIVIL SERVICE TEST ANNOUNCEMENT POLICE DISPATCHER

The City of Wadsworth is announcing a civil service examination for the full-time position of Police Dispatcher.

Minimum Qualifications:

The City currently has one (1) vacant position. The eligible list that is created from this examination may be used for any future vacancies that may occur in the future. The eligible lists remain in effect for approximately one (1) year, but no longer than two (2) years.

Minimum Qualifications:

An applicant shall meet or possess all of the following qualifications to be eligible for an appointment:

1. Citizen of the United States
2. High school diploma or equivalent
3. Favorable employment history
4. Criminal record free of misdemeanor or felony convictions

Qualifying Applicants:

An applicant must achieve a minimum passing score on the civil service examination to qualify for employment. Following the examination, the highest scoring applicants will be invited to participate in an oral interview. Applicants who perform well in the interview process and who warrant further consideration shall also be required to successfully complete all of the following procedures prior to receiving a final appointment:

- Thorough Criminal Background Check and Employment Reference Check(s)
- Polygraph Examination
- Psychological Evaluation
- Physical Examination
- Drug Screen

Special Credits:

Educational Credit: Candidates for the position of an original appointment to the position of Dispatcher shall receive additional credit for education as listed below, provided that the candidate obtains a minimum passing score of 70% out of 100% on the examination:

| Type of Degree | Educational Extra Credit |
|--------------------|--------------------------|
| Bachelor's Degree | Twenty Percent (20%) |
| Associate's Degree | Ten Percent (10%) |

A candidate shall only receive the education credit as identified above if the degree achieved was from an accredited college or university. Eligible candidates shall receive an educational credit as a percentage of the grade attained. The maximum educational credit that any candidate may receive is twenty percent (20%).

Evidence of educational extra credit must be submitted at the time of the application for the examination. **IMPORTANT:** A copy of the degree should be submitted with the application.

Military Credit An applicant who is an Ohio resident who submits a DD-214 with the application for the civil service examination shall receive an additional credit of twenty percent (20%) of his/her grade attained in the examination. The DD-214 must reflect military service of 180 consecutive days or more with an honorable discharge. No military credit will be added unless the applicant achieves a minimum passing score of 70% out of 100% on the examination.

Residency Credit: An applicant may be awarded a residency credit, provided that he/she has achieved a minimum passing score of 70% out of 100% on the examination. The residency credit shall be equal to three percent (3%) of the total grade attainable. To qualify, the applicant must be a permanent resident within the City limits at the time the application is made.

Special Credit Limitations The combination of all special credits added to a candidate's minimum passing score shall not exceed twenty-five percent (25%) of the total grade attainable.

Compensation and Benefits: The starting rate of pay is \$16.79 per hour. The City offers excellent benefits to include generous accrued leave (e.g., sick, vacation, holiday), longevity pay, uniform allowance, comprehensive health insurance including medical, prescription and dental coverage and participation in the Ohio Public Employees Retirement System (OPERS).

Applications for the Examination:

The application for the civil service examination must be completed *on site, in person* at the following location:

Human Resources Office
Wadsworth City Hall, 2nd Floor
120 Maple Street
Wadsworth, OH 44281

Application Period:

Applications will only be accepted on business days, Monday through Friday, 8:00 a.m. to 4:00 p.m. between the following dates:

Beginning Date: Monday, October 26, 2009

Deadline Date: Friday, November 6, 2009

Application Fee:

An applicant will be required to pay a non-refundable, filing fee of \$20.00 at the time of the application. We will accept cash, money order or personal check. Personal checks should be made payable to the "City of Wadsworth."

Testing Information:

Date: Tuesday, November 10, 2009

Time: Test registration begins at 6:30 p.m.
Testing begins promptly at 7:00 p.m.

Please Note: An applicant who arrives after the beginning of the test will not be permitted into the exam.

Location: Wadsworth Steiner Youth Center
567 School Drive
Wadsworth, OH 44281

Photo I.D.: An applicant must present photo identification at the time of registration for the examination. An applicant without photo identification will not be permitted to take the exam.

Make-Up Examination: There will be no make-examination date.

Additional Information:

There are no study guides or reference materials for which to prepare for the examination.

You may learn more about the City of Wadsworth by visiting our website at:

www.wadsworthcity.com

Examination Results:

The ten (10) highest scoring candidates on the written examination will be invited to participate in an oral interview. All other candidates will receive a letter at the address provided to us within three (3) weeks following the date of the examination.