



Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Vickie L. Taylor-Radebaugh
Pastor Tyrone Kaiser Charles W. Wright
Milly Stockdale Janell O'Neil, Secretary

September 3, 2015

Posted: September 8, 2015

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Marion City Police Department**.

Communications Officer (Dispatcher) - It is a full-time position with a starting pay range of \$16.80 - \$23.70 per hour. Job Description is attached.

- Please Note:**
- High School Diploma or GED required.
 - Experience as a Dispatcher with computer aided dispatch (CAD) automated information/communications system preferred.
 - Ability to communicate clearly and effectively under stressful conditions, ability to respond to emergency calls in an appropriate, effective and calm manner, ability to transmit information in clear, concise, and accurate manner.
 - Regular and punctual attendance is an essential requirement.
 - Passing of a Background Check (no felony convictions), Physical Examination, and Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

The application process is through the National Testing Network. To be considered for this round of hiring, all testing must be completed by 10/09/2015. Applicants must complete a Personal History Questionnaire (PHQ). Information for exam is attached.

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc:	Committee Members	Safety Director Robbins	City Hall - 3 Floors	Police Department
	Support Data List (AA)	Service Director Shoup	City Garage	WWTP
	Mayor Schertzer	HRAA - O'Connor	Fire Stations - 3	

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

City of Marion
Communications Officer (Dispatcher) Vacancy

9-3-15

EXAM FEE: \$35.00 paid online to National Testing Network.

Instructions for Taking Exam:

Go to the National Testing Network's website at <https://nationaltestingnetwork.com>.

1. Select **Find Jobs** and
2. Select **Emergency Communications Jobs**.
3. Check the box next to the Marion Police Department *Communications Officer* and
4. Click **Continue**.
5. Follow the instructions to sign up for testing.

Testing can be completed at many different facilities throughout Ohio and other states. Currently, there are many opportunities to take the exam at the Franklin University Fisher Hall in Columbus. You must sign up through National Testing Network prior to going to the facility to take the exam.

All testing **MUST** be completed by October 9, 2015. Because there is no separate application through the City of Marion, it is very important that the applicant complete the PHQ online through the National Testing Network.

For questions on completing the PHQ or changing your exam date or time, please contact the **National Testing Network** directly at **866-563-3882**. For questions directly related to the open position, please contact Major Jon Shaffer at the police department at 740-387-2525 ext 1107.

**CITY OF MARION
POLICE DEPARTMENT
JOB DESCRIPTION**

Job Title: COMMUNICATIONS OFFICER
Department: Police Department
Reports To: Special Services Major
FLSA Status: Non-Exempt – FOP – OLC Grade 18
Prepared By: HR Director
Prepared Date: 06-26-07
Approved By:
Approved Date:

SUMMARY: Receives and dispatches emergency and routine calls for police, fire, ambulance, and other emergency services. The Communications Officer shall be responsible for: using verbal skills to gather information and facts of a conversation within the first few moments of that conversation; determine the appropriate response; and, monitor both radio traffic and television monitors to ensure the security of the agency. This position also receives complaints from the Public concerning police emergencies and broadcasts orders. The Communications Officer shall be responsible to conduct his/her actions in accordance with the Police Department Policy and Procedure Manual and the Communications Operation Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as may be assigned:

- Receives and screens incoming calls for law enforcement, fire, medical, or other emergency services.
- Questions callers to determine location and seriousness of emergency and response needed; Provides pre-arrival instructions to caller.
- Enters information into computer-aided dispatch system; maintains communication logs.
- Operates two-way radio and/or other communications equipment to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remote units. Briefs others on “need to know” information.
- Coordinates police, fire, ambulance, and other emergency requests, relaying instructions to closest and most suitable units available
- Relays information between hospital staff and emergency medical technicians at site or in ambulance.
- Provides preliminary first aid instructions before paramedics arrive.
- Transmits and receives messages between divisions of own agency and other law enforcement agencies.
- Monitors silent alarm systems, remote cameras, and other systems used to detect illegal entry.
- Contacts Police Officers and Firefighters to verify assignment locations, monitors dispatched units and, when necessary, serves as liaison with caller.
- Enters, updates, and retrieves information from a variety of computer systems.
- Answers or forwards non-emergency requests for assistance.
- Tests communications and alarm equipment and backup systems to ensure serviceability; maintains orderly and clean working environment.
- Conducts periodic status reports and checks on environmental and climactic conditions that may affect the community or operations of the agency; conducts inquiries into state and national communications network.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the City.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Must have previous computer skills.

Certificates, Licenses, Registrations: Valid Ohio Driver's License. Must pass LEADS certification test.

Other Skills and Abilities: Ability to understand and carry out complex oral and written orders; knowledge of the City and its laws; knowledge of the various City departments and their functions; ability to learn State of Ohio Motor Vehicle laws; and ability to obtain certification for the operation of the LEADS system.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include: close, distance, color and peripheral vision; depth perception; and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles (chemical MACE); toxic or caustic chemicals (cleaning products); and outside weather conditions. The noise level in the work environment is usually moderate.