

RITTMAN POLICE DEPARTMENT
PART – TIME
PUBLIC SAFETY COMMUNICATIONS OPERATOR
(POLICE-FIRE-EMS DISPATCHER)
JOB DESCRIPTION

THIS IS A NON CIVIL SERVICE POSITION

WILL WORK ALL SHIFTS TO ASSIST IN COVERING WEEKENDS, HOLIDAYS, VACATIONS, SICK LEAVE, AND ANY ADDITIONAL COVERAGE AS NEEDED.

SHIFT HOURS ARE AS FOLLOWS:

1ST SHIFT - 7:00 A.M. – 3:00 P.M.

2ND SHIFT - 3:00 P.M. – 11:00 P.M.

3RD SHIFT -11:00 P.M. – 7:00 A.M.

RESPONSIBILITIES:

- ◇ ANSWER 9-1-1 CALLS AND REGULAR CALLS FOR POLICE, FIRE, EMS, SERVICE DEPARTMENT AND DETERMINE APPROPRIATE RESPONSE AND DISPATCH SAME BY RADIO, TELEPHONE, MDT, 9-1-1- TRANSFER , OR OTHER MEANS.
- ◇ MAINTAIN A LOG AND MAKE COMPUTER CALL CARDS ON EACH CALL
- ◇ HANDLE WALK IN COMPLAINTS AT THE POLICE DEPARTMENT
- ◇ SHIFT SPECIFIC RECORDS RESPONSIBILITIES
- ◇ OBTAIN AND MAINTAIN A NOTART PUBLIC CERTIFICATION
- ◇ OBTAIN AND MAINTAIN OHIO LEADS CERTIFICATION
- ◇ ATTEND AND SUCESSFULLY PASS IN-SERVICE TRAINING AS OFFERED

QUALIFICATIONS:

- ◇ BE AN AMERICAN CITIZEN
- ◇ POSSES A HIGH SCHOOL DIPLOMA (GED)
- ◇ POSSES A VALID OHIO DRIVER’S LICENSE
- ◇ BE COMPUTER LITERATE
- ◇ PASS A BACKGROUND CHECK
- ◇ PASS A CVSA TEST
- ◇ PASS AN ALCOHOL / DRUG SCREEN TEST
- ◇ PASS A WRITTEN GENERAL KNOWLEDGE TEST
- ◇ HAVE THE ABILITY TO PRIORITIZE
- ◇ HAVE THE ABILITY TO MULTI -TASK
- ◇ THE ABILITY TO PASS A ONE YEAR PROBATIONARY PERIOD / THREE MONTH TRAINING PERIOD

GENERAL INFORMAITON:

PAY RANGE IS \$9.00 - \$15.50 AN HOUR
PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)
ANNUAL UNIFORM ALLOWANCE OF \$300.00
PAID TRAINING

THE CITY OF RITTMAN IS AN EQUAL OPPORTUNITY EMPLOYER