



June 28, 2021

The City of Jackson and is now accepting application for full-time and/or part-time positions of:

POLICE RADIO DISPATCHER

Applications and Minimum Application Qualifications can be obtained by visiting the City of Jackson website at www.jacksonohio.us, with completed applications emailed to: hr@jacksonohio.us or picked up/dropped off from the Human Resources Department at the Memorial Building located 145 Broadway Street, Jackson, Ohio between the hours of 8am - 12pm and 1pm - 4pm Monday through Friday.

Applications will be accepted until position(s) is filled.

Applicants **MUST** be at least 18 years old at the time of application, **MUST** have a high school diploma or GED equivalent, **MUST** be able to pass pre-employment drug and alcohol screening and physical, and **MUST** be able to pass and maintain required training and certifications, to include but limited to NCIC, LEADS, CCH and State of Ohio Notary Public.

Those who hold certifications for dispatching services preferred and prior experience in public safety dispatching or law enforcement desired.

The City of Jackson is an Equal Opportunity Employer.

Contact Tonia Hatten, Exec. Asst. Personnel Mgt./Human Resources with additional questions.

hr@jacksonohio.us

740/286-3224 ext 1517



Position: Police Radio Dispatcher (Full- Time & Part-Time)
Reports to: Jackson Police Department
Salary: Full-Time: \$18.70 – (6-month probationary wage as set by union contract)
Part-Time: \$15.00 per hour
Shift: Flexible hours required - 24-hour coverage needed
Days: Sunday through Saturday - Holidays included
Hours: Full-Time: 40 hours per week
Part-Time: Up to 24 hours per week

Objective

The Jackson Police Department is seeking to develop a list of eligible candidates for position of Police Radio Dispatcher that at least meet the minimum requirements.

Position Overview/Definition

Under general supervision of the Chief of Police and under the immediate supervision of the shift supervisor is responsible for receiving incoming telephone calls and dispatching by radio, proper personnel to a required area. Accepts bail bonds, is a certified notary public, and performs other duties related to this classification, and performs related tasks as required.

Typical Tasks (illustrative only/not limited to the following)

_Takes incoming telephone calls requesting assistance and information; operates radio and dispatches radio-equipped vehicles to various City locations; logs and records calls received and vehicles dispatched; dispatches to mobile units information on registrations, drivers' licenses, stolen vehicles and wanted persons; operates a teletype machine in order to communicate with the National Crime Information Center computer; does clerical duties such as preparing reports and typing affidavits. Must be certified by BCI&I on LEADS system.

Distinguishing Characteristics

This is a fully skilled classification.

Desirable Knowledge Skills and Abilities

Must become certified and maintain certification as a notary public; some knowledge of the street systems of Jackson; ability to communicate distinctly; ability to carry out oral and/or written instruction; clerical aptitude; ability to develop and maintain effective working relationships with associates; ability to speak effectively and to deal tactfully with public; ability to write clear and accurate reports.

Minimum Qualifications

- High school diploma or equivalent.
- A valid State of Ohio driver’s license is required.
- Strong service orientation and a demonstration of strong written and verbal skills are essential.
- Must be able to pass and maintain required training and certifications, to include but not limited to NCIC, LEADS, CCH and State of Ohio Notary Public.
- Those who hold certifications for dispatching services preferred. For this position, prior experience in public safety dispatching or law enforcement desired.

Pre-employment and continuing employment background check

A fingerprint check and background check will be required on all selected applicants. Continuing background checks are conducted no less than every 5 years thereafter.

A physical assessment and/or drug test may be a requirement of the hiring process.

Position will be posted until filled.

Applications may be obtained at City of Jackson Memorial Building or by download the employee application from www.jacksonohio.us.

Completed application, cover letter and resume can be submitted to:

EMAIL - hr@jacksonohio.us

**US Mail - ATTN: Human Resources
City of Jackson
145 Broadway St.
Jackson OH 45640**

**DROP OFF: Monday through Friday, 8:00am – 12:00pm and 1:00pm to 4:30 p.m. at:
City of Jackson
145 Broadway St.
Jackson, Ohio 45640**

The City of Jackson is an Equal Opportunity Employer