

## **PUBLIC NOTICE**

### **MUNICIPAL CIVIL SERVICE COMMISSION LANCASTER, OHIO**

NOTICE IS HEREBY GIVEN THAT A COMPETITIVE EXAMINATION FOR THE POSITION OF **POLICE COMMUNICATIONS TECHNICIAN** WILL BE GIVEN AT **7:00 PM ON MONDAY, JANUARY 25, 2010** AT THE OLIVEDALE SENIOR CITIZENS CENTER, 253 BOVING ROAD, LANCASTER, OHIO.

**COMMUNICATIONS TECHNICIAN:** Lancaster Police Department

**SALARY:** \$ 34,070.40 per year - **Salary increases to \$ 41,600.00 after four years.**

Professional compensation for related degrees, lateral entry on salary scale for previous communications technician experience

#### **DUTIES**

Multi-task oneself; Proficiency in operating multi-channel radios, multi-line telephones, 911, TDD, Teletype, video monitors, jail/door security, alarms, and computer; maintain records as needed; assist in searching prisoners as needed; answer emergency/non emergency calls and respond accordingly; dispatch police, fire and medic equipment; maintain daily log involving police/fire/EMS activity; gather/provide pertinent information on criminal activity, motor laws, driving records and registrations for authorized persons; communicate nationwide with other law enforcement agencies; monitor alarms; monitor closed circuit security system; monitor city gas pressure; communicate with other city/county departments.

#### **GENERAL INFORMATION/QUALIFICATIONS**

High school graduate or equivalent; apply common sense, logic, knowledge and reason to reach/make decisions; keen sense of observation and memory(long and short term); comprehend new and old information; evaluate situations (often with limited information) and act upon it accordingly; communicate in clear English in an authoritative manner; ability to communicate with persons with varying accents and cultures; write/type with proper grammar/spelling; comprehend computer screens/print outs; computer keyboard knowledge and speed; sensitivity to others without becoming involved; work as a team but with ability to work independently without direct or immediate supervision; abide by strict rules and conduct; accept supervision, criticism and evaluation in a positive manner; ability to exert control over sometimes hostile, verbally abusive, uncooperative and angry situations; maintain constraint in stressful situations; adapt to changes in working conditions (hours of work, shift, etc.) perform service without recognition/appreciation; be responsible, reliable, punctual, honest, thorough and accurate; abide by laws, directives and rules to maintain public trust; maintain stamina to meet critical/non critical demands of the job; general knowledge of laws, court systems and city locations and streets.

AGE: No person shall be eligible to take an examination for and receive an original appointment to this position unless he or she has reached the age of 21.

EVIDENCE OF HIGH SCHOOL GRADUATION from standard senior high school or its equivalency must be presented **at the time of filing** by means of a photostatic copy of diploma and are not returnable.

HONORABLE DISCHARGES are to be presented **at the time of filing application**. No discharges will be accepted unless they are recorded and appear on record.

EXTRA CREDIT: The following adjustment shall be made to the scores of applicants on condition that they pass the entry level exam (passing score is 70% or above):

20% will be added for Ohio residents who are honorably discharged veterans from the United States Armed Forces. **(must turn in copy of recorded discharge papers, DD214, at the time of filing)** No credit will be given for National Guard Duty.

All applicants must be citizens of the United States and legal residents of Fairfield County or adjoining counties, after appointment. All applicants must be of good moral character, temperate habits, sound health and physically able to perform all duties of the position.

FEE: A \$ **15.00** non-refundable fee for the examination must accompany the application at the time of filing.

Application blanks may be picked up at the Lancaster Police Department, 130 South Broad Street, Lancaster, Ohio 43130 at any time and are available online.

Applications must be filed with the Office of the Service-Safety Director, 104 East Main Street, Lancaster, Ohio 43130 between 8:30 AM and 4:30 PM, Monday through Friday. **Applications will not be accepted after 12:00 noon, January 7, 2010.**

Applications must be complete when filing including all required documentation. Any copies desired by applicants must be made prior to filing - no copies will be made for applicants. All documents submitted are non-returnable. No exceptions will be made to the above requirements.

Applicants must present a photo identification card (driver's license or equivalent) **upon arrival to take the examination on January 25, 2010.**

Lancaster Municipal Civil Service Commission; Thomas E. Hammer, Chairperson