

Help Wanted -- Part-Time Communications Officer

The City of Mentor-on-the-Lake is seeking qualified candidates to fill part-time positions in the Police & Fire Communications Department. Work schedule will vary and will include day, evening, midnight, weekend and holiday work.

The employee operates a variety of communication systems for an enhanced 911 Operations Center. Information is often confidential, sensitive, and time-sensitive and must be prioritized.

Qualifications

Candidates will be required to complete a series of testing including written and oral examinations, psychological testing, a comprehensive background investigation, a physical and polygraph test.

The successful applicant must show previous demonstrated ability and knowledge of Microsoft Office including Word and Excel. Strong written and verbal communication skills, judgment and initiative, excellent organizational skills, attention to detail, the ability to work independently, and superior customer service skills are required. The successful candidate must be able to function well under pressure with adverse stimulation and handle potentially life-threatening situations. Individuals must be highly motivated.

A cover letter which describes your experience, interests, and suitability for the position should be submitted with the application.

Applications can be picked up at Mentor-on-the-Lake City Hall from 8a-5p M-F or downloaded here: <http://users.neo.registeredsite.com/9/5/8/12771859/assets/DOC120517-1205201710042428405.pdf>

Salary \$11.65 - \$16.71 per hour

Note: Training for this position is approximately 12 weeks. After training there is very little regularly scheduled time, however, you will be called on to fill in for full-time employees' time off. This will include nights, weekends, and holidays. You will need availability to cover all shifts.