



# City of Mentor-on-the-Lake

5860 Andrews Rd, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

[www.CityMOL.org](http://www.CityMOL.org)

---

## **Communications Officer Part-Time**

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, judgement and initiative, excellent organization 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.

### **Salary:**

\$12.36 - \$17.73 per hour

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.

### **Process:**

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

Applications are available at Mentor-on-the-Lake City Hall from 8:00am to 4:30pm Monday-Friday or on the city website: <https://citymol.org/employment>