

**City of Mentor-on-the-Lake
Civil Service Announcement**

Full-time Communications Officer Police and Fire

1. A copy of the Classified Ad:
Full-time Communications Officer Police-Fire
2. Job Description – Communications Officer
3. Examination Application (pages 1-5)

Please Note: Page 5 of the application must be notarized before submission to the Civil Service Commission.

WHEN FULLY COMPLETED, THE APPLICATION MUST BE DELIVERED TO CITY HALL BY NOON, ON OR BEFORE, **06/30/2022**, TO BE ELIGIBLE FOR TESTING ON **07/05/2022**. Please include a copy of your High SCHOOL DIPLOMA OR G.E.D. with your completed application.

Testing will take place promptly at 6:00 p.m. on 07/05/2022 in the Community Room at Mentor-on-the-Lake City Hall, 5860 Andrews Rd.

An additional 3% will be added to a passing score if you have completed at least one year of military service with an honorable discharge. A copy of your **DD214** must be submitted with your application to qualify.

Additional credit (+5% of passing grade) will be given to applicants for experience as a communications officer and past or current LEADS Certification. LEADS **certification** must be attached to application to qualify.

If you have any questions concerning the material provided or the testing procedure, please do not hesitate to contact the Civil Service Clerk at (440) 257-7216, Monday through Friday, 8:00 am. 4:30 p.m.

Full-time Communications Officer – Police and Fire
City of Mentor-on-the-Lake

The Mentor-on-the-Lake Civil Service Commission will administer a written examination for the position of Full-time Communications Officer on **07/05/2022**, at 6:00 p.m. in the Community Room at City Hall. Applications are available at Mentor-on-the-Lake City Hall and must be filed by **06/30/2022**, to be eligible for testing.

Applicant must be a high school graduate or equivalent, computer literate with word processing abilities. This position will require availability to work all shifts, including weekends and holidays. The successful candidate will also have to successfully pass an extensive background investigation.

The examination is limited to the first 20 qualified applications returned.

EOE

Job Description

- G. Police Dispatcher/Records Clerk
 - 1. Accurately receive, evaluate and transmit data and instructions under stressful situations
 - 2. Proficiently monitor and operate public safety radios, telephones, and computer
 - 3. Must be able to tolerate stress in life and death situations and take appropriate action
 - 4. Must obtain and maintain basic police dispatching skills, such as but not limited to: knowledge of streets, codes, signals, basic police procedures, and office procedures
 - 5. Accurately prepare complaint reports
 - 6. Maintain and file various logs
 - 7. Accurately enter data into the computer
 - 8. Receive and transmit police and fire radio communications
 - 9. Conduct police and fire department radio communications to dispatch calls for service
 - 10. Receive and record emergency and non-emergency calls
 - 11. Monitor officers' locations
 - 12. Evaluate emergency and non-emergency calls and take appropriate action
 - 13. Access information from government databases
 - 14. File reports and similar documents
 - 15. Must be proficient in general office work, including typing skills
 - 16. Provide public assistance and referral within capabilities
 - 17. Follow department policy
 - 18. Be able to get along well with the public and other employees
 - 19. Be physically, mentally, and emotionally able to carry out responsibilities
 - 20. Perform duties as assigned and accurately receive and process official papers and monies for the court and the City of Mentor-on-the-Lake
 - 21. Maintain reasonable office cleanliness
 - 22. Offer suggestions for the overall improvement of the Police Department