

**City of Mentor-on-the-Lake**

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

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www.CityMOL.org

**Communications Officer Full-Time**

The City of Mentor-on-the-Lake is seeking a qualified candidate to fill a Full-time position 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 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 Range 2025 Contract: $47,382.40-$56,451.20

Revised Contract: 12/2026

Process:

Visit the National Testing Network website <https://nationaltestingnetwork.com/>

Applications are available at Mentor-on-the-Lake city website: <https://citymol.org/employment-opportunities/>

Please include cover letter stating your experience, interests and suitability for the position and submit with the application.

After completing testing email Mentor-on-the-Lake’s Police Secretary at: policesec@citymol.org