

Please Post

Communications Operator – Part Time

The Willoughby Police Department is seeking exceptional individuals for the position of part time Communications Operator. The qualified candidates must have prior experience in the field of public safety emergency communications/dispatch. The candidates must have recent experience with LEADS and Powerphone or the equivalent training certifications will be required with application. Must be able to work all shifts, holidays, and weekends. Completion of the twelfth grade of school. A certificate of high school equivalency (GED) will be accepted in lieu of a diploma.

Applications are available at the Willoughby Police Department, 36700 Euclid Avenue, Willoughby, Ohio 44094, 24 hours a day or on the City of Willoughby website. Interested candidates should turn in a completed employment application to the Willoughby Police Department or via email to Assistant Chief Matthew Tartaglia at mtartaglia@willoughbypolice.com. Any questions can be made to the above email address or at 440-953-4233.

The Willoughby Police Department is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or provision of services.

See next page for Full Job Description.

COMMUNICATIONS OPERATOR

RESPONSIBILITY: Under the supervision of the Police Records/Communications Supervisor, the Communications Operator is responsible for operating 2-way radio for police and fire departments. Shall dispatch police and fire personnel and equipment to meet emergency requirements, shall dispatch personnel and equipment to service areas where needed. Shall perform related duties as required.

EXAMPLES OF DUTIES: (These are examples only. Any employee may be required to perform duties in an emergency or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Operates 2-way radio to dispatch police personnel on emergency calls, in-progress crimes, accidents, routine complaints. Operates 2-way radio to dispatch fire personnel on squad runs and fires. Receives calls from citizens for all of the above and complaints of flooding, storm damage, broken water lines, broken sewer lines and advises appropriate departments or persons so repairs can be made.

Operates police computer terminal for LEADS (Law Enforcement Automated Data System) NCIC (National Crime Information Center), ALECS (Automated Law Enforcement Communications System), and NLETS (National Law Enforcement Telecommunications System) and Computer Aided Dispatch System (CAD).

Monitors frequencies of surrounding departments, service department, and advises field personnel of necessary information.

Advises field personnel of accidents, disturbances, and fires.

Prepares reports and warrants when necessary.

Maintains records for computer activity.

Prepares and makes entries into computer of stolen property and maintains records of said entries.

Testifies in court if necessary.

Monitors video surveillance, verbal communications system, fire alerting system and performs any other duties that relate to the security of the facility or inmates, or the safe and healthful operation of the Willoughby City Jail. Female employees in this classification perform duties of a jail attendant, e.g. searches, showers, or checking on the welfare of female prisoners, etc.

Maintains reliable and predictable attendance.

Maintains the ability to work with others.

Performs and is productive without direct supervision.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES: Ability to speak clearly and distinctly at all times. Ability to think and act promptly in emergencies. Ability to analyze a situation accurately and take or suggest an effective course of action.

Physical and mental ability to work effectively under all conditions encountered. Ability to develop and maintain an effective working relationship with associates and the general public. A knowledge of modern office practices. Ability to maintain records and prepare reports.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: These should be possessed by the applicant at the time of his or her interview with the Civil Service Commission:

Recent emergency communications experience with LEADS and Powerphone or equivalent training certifications will be required with application. Must be able to work all shifts, holidays, and weekends.

Completion of the twelfth grade of school. A certificate of high school equivalency (GED) will be accepted in lieu of a diploma.

PROBATIONARY PERIOD = one year