



**WILLOUGHBY CIVIL SERVICE COMMISSION
DISPATCHER POLICE/FIRE
TESTING INFORMATION AND JOB REQUIREMENTS
(LIMIT OF 80 APPLICANTS)**

The Willoughby Civil Service Commission announces an examination to establish a Communications Operator (Dispatcher) Eligibility list. Applications must be submitted IN PERSON (ID required) at the Willoughby Police Department, 36700 Euclid Avenue, Willoughby, Ohio beginning Monday, August 8, 2022 through Friday, August 26, 2022 from 7:00 a.m. until 6:00 p.m. and on Saturday, August 13th and August 20th from 8:00 a.m. until noon. The exam is scheduled for **Wednesday, September 7, 2022 at 6:00 p.m.** and will be administered at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio (located in Union Village). Registration will be from 5:30 p.m. – 6:00 p.m. NO ONE will be admitted after testing begins. **A PHOTO ID MUST BE PRESENTED TO TAKE THE EXAM.** Applicants for examination must be citizens of the United States or have legally declared intention of obtaining United States citizenship through naturalization. No applicant shall be appointed to the position of Communications Officer if not a United States citizen. A high school diploma or equivalent is required. Must be able to work all shifts (day, afternoon, night), holidays and weekends. Excellent benefit package provided with a current starting pay of \$24.49 an hour. Duties include but not limited to:

- Answer Police, Fire and EMS calls for service and dispatching appropriate service calls.
- Must have the ability to multitask by answering phones, radios and 911 calls and enter data into a Computer Aided Dispatch system.
- Relay information to Police/Fire, and/or respond to emergency and non-emergency requests for assistance/information from officers and the general public to assist in the protection of life and property.

In case of tie scores between applicants, the earliest filed application will take precedence. Top scoring candidates with a passing score of 70% or higher will undergo further testing and screening by any or all of the following: applicable skills assessment, background investigation Computerized Voice Stress Analyzer (Truth Verification), Safety Forces interview panel, Civil Service Commission interview, medical exam and drug screening.

AN EQUAL OPPORTUNITY EMPLOYER