



**WILLOUGHBY CIVIL SERVICE COMMISSION  
POLICE COMMUNICATIONS CLERK  
TESTING INFORMATION AND JOB REQUIREMENTS**

The Willoughby Civil Service Commission announces an examination for the position of Communications Clerk. Applications are available on line at <https://willoughbyohio.com/wp-content/uploads/2022/05/willoughby-employment-applicationfillable.pdf> or at the Police Station and must be submitted **IN PERSON (ID required)** at the Willoughby Police Department, 36700 Euclid Avenue, Willoughby, Ohio beginning Thursday February 29, 2024 through Thursday, March 14, 2024 from 7:00 a.m. until 7:00 p.m. daily. The exam is scheduled for **Wednesday, March 20, 2024 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 must have a high school diploma or equivalent, be computer literate with basic knowledge of Microsoft Word and Excel, ability to learn law enforcement communications systems and operate same on a police radio and computer with proficiency. Applicant must become a certified operator in L.E.A.D.S (Law Enforcement Automated Data System), CAD (Computer Aided Dispatch) and obtain Notary Public certification. Must be able to work Monday through Friday, with varying hours and possible overtime. No applicant shall be appointed to the position of Communications Clerk if not a United States citizen. Excellent benefit package provided with a current starting pay of \$22.06 an hour.

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: background investigation, Computerized Voice Stress Analyzer (Truth Verification), psychological screening, Civil Service Commission interview, medical exam and drug screening.

**AN EQUAL OPPORTUNITY EMPLOYER**