

EMPLOYMENT OPPORTUNITY

The Mantua Police Department is presently seeking applicants for the following position:

DISPATCHER

Part-Time / On Call

\$9.00 to \$15.00 per hour based on experience

Critical Skills/Expertise:

- Ability to manage, direct, monitor, and control police, fire and EMS personnel
- Demonstrate effective communication skills, both orally and in writing
- Prepare reports identifying problems and entering into CAD systems
- Understanding group dynamics, monitors and log daily routines and activities
- Ability to handle stressful situations
- Demonstrate leadership skills
- Monitor alarm panel and dispatch proper safety forces

Equipment: Incumbent uses the following equipment: Police, Fire and EMS radios; computers; printers; typewriter; copier; VCR/DVD players; electronic room monitors; fax machine; weather band alert radio; telephones, 9-1-1 system; computer aid dispatch system (CAD); two way radios; and computer base paging system.

REQUIREMENTS INCLUDE:

Job Standards:

Minimum: High School Diploma or GED and valid Ohio Driver License. Ability to work all shifts which includes weekends and holidays.

Submit Application to the Dispatch Center, Mantua Police Department, 4650 High Street, Mantua Ohio 44255 **(NO PHONE CALLS)**

POSTED: February 17, 2015

CLOSE: