

Job Information

HEATH, CITY OF

1287 HEBRON ROAD

HEATH, OHIO 43056

<http://www.heathohio.gov/police>

Updated: **May 18, 2017**

Classification: Entry Level Police Dispatcher

Department Application: <http://www.heathohio.gov/employment/Employment.aspx>

Two applications need to be filed; one with the City of Heath and the other with the National Testing Network.

The City of Heath applications may be obtained on line at www.heathohio.gov. The application with copies of a valid Driver's license, and relevant certifications must be turned in to the City of Heath, 1287 Hebron Road, Heath, Ohio 43056. If extra credit for military service is desired, a copy of your DD214 Form must also be attached to the application.

The other application filed is <https://www.nationaltestingnetwork.com/publicsafetyjobs/>

Salary Information: Starting hourly rate up to \$17.41 an hour. Up to \$36,200 estimated annual.

Benefit Information: Vacation (2-5 weeks, depending on time with City), ten holidays, uniform allowance, sick leave (4.6 hours every two weeks), medical and dental insurance, disability, \$30,000 life insurance, tuition reimbursement, OPERS Retirement System, Military Leave.

Contact Information:

Debbie Whitefield

Human Resources

740-522-1420

humanresources@heathohio.gov

Department Overview: Heath is a progressive city with a large industrial base. Though the census has the population around 11,000, the daytime population can easily range up to 3 times that number. There is strong community support for all safety forces and the schools. The community has recently approved an income tax levy to provide for additional Police, Fire, and improved roadways and renewed a school levy.

The Police Department handles around 15,000 calls for service. Dispatchers work closely with the officers. Our dispatch center is on premises at our department. Much of the training for a new dispatcher is done while working with the training dispatcher. Additional training and continuing education opportunities are available. The Heath Police Department is a primary back-up for the Licking County 911 and Licking

County Sheriff's Dispatch Center.

Population: 11,000

Job Requirements

Age: 18 Years of age

US Citizen: Must be a US citizen

High School Grad/GED: Either or an equivalent

Valid OHIO State Driver's License: Must have a valid Driver's License

Ability to Read/Speak English: Required

Vision: Vision correctable to 20/20 certified by an Optometrist.

College:

Not required

Academy Certification:

Not required

Prior Experience:

Not required

Necessary Certifications:

None. Desired candidates would have APCO Basic Certification and 2 years of experience of public safety dispatching.

Schooling Prior and Post Hiring:

High School Diploma or GED

Job Summary:

Dispatchers will operate radio, telephone and computer equipment; transmits and receives communications between field units and Dispatch Center; answer telephone calls assessing service needs and insure calls are dispatched professionally and documented properly in accordance with department general orders and service providers.

Dispatchers must be LEADS certified and able to operate the LEADS terminal insuring proper security procedures are maintained; interacts professionally with all internal and external customers using strong interpersonal skills; monitors audio and visual systems located in the Dispatch Center; maintains various electronic and paper records; accepts waivers and bonds; may also act as back up to county 911 emergency dispatch system.

All employees are expected to support the Mission and Value Statement of the Heath Police Department.

Hiring Process:

- NTN application.

- Heath City application and personal history questionnaire.
- NTN Testing.
- Civil service certification of qualified candidates.
- Background Check.
- Interview
- Scenario testing
- Conditional job offer to top candidate
- Psychological testing
- Appointment by the Mayor

Specific Disqualifiers/Behaviors:

Felony, Criminal Activity Disqualifiers: No Felony convictions

Driving Disqualifiers: Must have valid license. Driving record will be evaluated in background check.

Drug Use Disqualifiers: Illicit drug use, and history of drug use will be disqualifiers

Employment Disqualifiers: Employment history and performance will be evaluated in Background Investigation.

Selection Process:

1. Review of minimum qualifications
2. National Testing Network (NTN)
3. Civil Service adds necessary extra credit to NTN scores, prepares list and posts
4. Background check processed
5. City of Heath schedules interviews for top five candidates
6. Job offer made contingent on passing psychological test and skills testing

The City of Heath is an Equal Opportunity Employer