



CITY OF PICKERINGTON

Public Safety Dispatcher Recruitment Process

Step 1

Position Vacancy Announcement – The City of Pickerington announces it is actively recruiting police dispatcher candidates. Interested candidates must complete and submit their online employment application by July 31, 2024. Online applications are located at <https://www.governmentjobs.com/careers/pickerington>. Candidates who apply will be invited to take the entry-level exam.

The City of Pickerington is an equal opportunity employer. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, ancestry, religion, sex, national origin, age, military or veteran status, disability, pregnancy, sexual identity or orientation, transgender status, genetic information, marital status or any other status protected by federal, state, or local law or regulation.

To progress to Step 2, the candidate must successfully complete Step 1.

Step 2

Testing Phase – Attend the entry-level exam at the Pickerington Senior Citizens Center (150 Hereford Dr., Pickerington, 43147) on Monday, August 12, 2024, at 5:00 PM.

Candidates must produce a copy of:

- Valid Driver's License (photocopy)
- High School Diploma or GED (photocopy)
- Resume

Successful completion of the entry-level exam is mandatory to progress to Step 3.

1. You must pass the exam with a minimum score of 70%
2. You must be able to speak, read, and write the English language.
3. You must be able to hear.
4. You must be able to keyboard at least 45 words per minute.
5. Candidates who do not meet the minimum requirements will not be considered.
****further requirements are contained within the job description***

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Step 3

Candidate Selection – The top ten ranked candidates from the testing pool will be selected to continue in the recruitment process.

Candidates must successfully complete Step 3 before progressing to Step 4 in this process.

Step 4

Oral Review Board – Candidates who pass Step 3 of the hiring process will be invited to an Oral Review Board. This will be a panel of two to three professionals from the Pickerington Police and Human Resources departments.

Oral Review Board members will question the candidate on practical and/or probable situations. Candidates who pass this step will have their written and oral board scores averaged and be re-ranked on the basis of their weighted scores. The top 5 candidates will proceed to the background investigation and the remaining candidates will be held in abeyance.

To progress to Step 5, the candidate must successfully complete Step 4.

Step 5

Personal History Questionnaire - The top 5 candidates from Step 5 will receive a Personal History Questionnaire. The Personal History Questionnaire must be completed and submitted by an assigned date. Failure to fully complete the Personal History Questionnaire, or submit by the assigned deadline, will result in the candidate's disqualification from the hiring process.

Background Investigation - A thorough investigation of your background and history will be conducted to determine your suitability for employment.

Police officers will conduct interviews with and not limited to, family members, friends, neighbors, present and past employers, school officials, and law enforcement agencies.

To progress to Step 6, the candidate must successfully complete Step 5.



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Step 6

Chief Interview - The Chief of Police will interview and consider the three (3) highest-ranking candidates of those who successfully complete the background process* and will select one of those three (3) candidates. If multiple vacancies exist, the Chief of Police will interview the required number of candidates necessary to fill the multiple vacancies and consider said number of candidates for selection in a manner consistent with the following illustration:

Candidates 1, 2, and 3 from the eligibility list are considered for the first vacant position; candidate 2 is selected for said vacant position; candidate 1, 3, and 4 are then

considered for the second vacant position; candidate 1 is selected for said vacant position; candidates 3, 4, and 5 are then considered for the third vacant position; candidate 5 is selected.

****Note: In the event a vacancy becomes available when less than 3 candidates remain on the eligibility list, a new recruitment and selection process will be initiated.***

Step 7

Conditional Offer of Employment - Candidates selected for available vacancies in accordance with the procedures identified in this document, will be extended a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a physical examination and drug test.

Step 8

Medical Examination & Drug Screen - A licensed physician will conduct a complete medical examination to determine fitness to perform the essential job functions for the desired position.

Step 9

Appointment - Candidates who successfully complete all phases of the hiring process may be appointed as a Pickerington Police Dispatcher.



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Candidates who successfully progress through the process will be notified by email of future testing or reporting dates and times. Candidates who fail to successfully complete a phase of the process will be notified by mail and email of their disqualification.