



CITY OF PICKERINGTON

PUBLIC SAFETY DISPATCHER I - LATERAL HIRING ANNOUNCEMENT

\$23.09 - \$24.98 per hour

FORMS INCLUDED IN THIS PACKET

Announcement

Lateral Hire Application Packet

Job Description

Please read all information included within this testing announcement.

**The deadline to return the completed lateral application packet is by
5:00 p.m. on Friday, December 30, 2022**

Minimum Qualifications: Be currently employed as a full-time Public Safety Dispatcher or equivalent, for the past two years, or have been laid off from such a position within the past year. Please note that being laid off DOES NOT apply to resignation in lieu of termination. Possess a high school diploma or GED certificate. *Notary Public; Excellent Communication & Multi-Tasking Skills; Ability to respond quickly and appropriately under stress in emergency situations; and Ability to type 45+ WPM. Be a U.S. citizen and able to speak, read and write the English language. You must be able to hear. You must be able to possess a valid Ohio driver's license at the time of appointment.

**Indicates developed after employment.*

How to obtain an Application Packet:

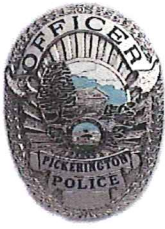
- Download a lateral hire application at <https://www.ci.pickerington.oh.us/departments/human-resources/job-opportunities/>. Click on "Lateral Hire Public Safety Dispatcher Applicants".
- Pick up an application package at the City of Pickerington Municipal Building, located at 100 Lockville Rd. Pickerington, Ohio 43147.

Deadline to Return Application Packet: Friday, December 30, 2022 at 5:00 p.m. Packets can be dropped off or mailed to the Human Resources Department located at City Hall, 100 Lockville Rd., Pickerington, Ohio 43147.

EOE/ADA

Date posted 12/2/2022

Director, Human Resources, Stephanie Albanese
City of Pickerington • 100 Lockville Road • Pickerington, Ohio 43147
(614) 837-3974 • Fax (614) 833-2210 • www.pickerington.net



Pickerington Police Department Lateral Hire Public Safety Dispatcher Candidate Application

Thank you for your interest in being considered for a lateral hire public safety dispatcher position with the Pickerington Police Department. This program was created in order to recruit high caliber, experienced dispatchers who may have extensive experience or may have specialized training that may increase the capabilities of our department. Our goal is to always provide the best service possible for our community.

Policy Statement

The Pickerington Police Department prohibits all forms of discrimination, including any employment related action by a member that adversely affects an applicant or member based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military or veteran status, pregnancy, sexual orientation or identity, transgender status, or any other status protected by federal, state, local law or regulation.

Requirements to Be Considered for a Lateral Hire

At minimum, the lateral hire candidates must:

- Be currently employed as a full-time Public Safety Dispatcher or equivalent, for the past two years, or have been laid off from such a position within the past year. Please note that being laid off *DOES NOT* apply to a resignation in lieu of termination.
- Possess a high school diploma or GED certificate.
- Be a United States citizen with the ability to read, write and understand the English language.
- Possess a valid Ohio driver's license at the time of appointment.

Please note that the City Manager may waive a part of the minimum requirements due to limited, extraordinary circumstances on a case-by-case basis.

Since the Pickerington Police Department is seeking candidates for a public safety dispatcher position(s), there are several aspects in the public safety dispatcher field that will not be counted as full-time experience. Those aspects are as follows:

- Employment on a part-time basis.
- Non-public safety dispatching experience

Candidates not possessing the minimum requirements for a lateral hire public dispatcher position are asked not to apply. Under these circumstances, you may apply for any open public safety dispatcher position following standard procedures.

Disqualifying Lateral Hire Candidate Conduct

The Pickerington Police Department expects its employees to be people of integrity, good character and high moral standards. Therefore, we are very selective with our public safety dispatcher candidates. The following is a non-exhaustive list of past conduct that will eliminate a lateral hire candidate from consideration:

- Failure to appear for any required step in the selection process or any acts of non-compliance.
- Failure to pass a required medical examination or test including drug and alcohol use administered by the City of Pickerington.
- Prior disqualification for any material reason from the Pickerington Police Department hiring process within the past 2 years.
- Falsification or intentional omission of any material fact(s) during the application process.
- A finding of deliberate deception during any part of the hiring process.
- Any attempt to manipulate the results of a truth verification examination.
- Any admission or conviction of a crime of violence as defined by federal, state or local law.
- Any use or purchase of drugs of abuse (except marijuana or prescribed medications) within three (3) years of application or while employed as a law enforcement officer.
- Any use, purchase, or cultivation of marijuana while employed as a public safety dispatcher.
- The prior use of marijuana at a level that would indicate more than casual or experimental use.
- The current use of alcohol at a level that would indicate abuse, dependency, or a level of inability to function without the use of alcohol for any period of time.
- Illegal sale of or conviction for illegal sales of, distribution, or manufacture of any controlled substance or contraband.
- Admission or conviction of any felony level offense committed as an adult or juvenile.
- Any conviction of a M-1 or M-2 criminal misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as an adult in the past five years, more than one M-1 or M-2 conviction as an adult, or at any time while employed as a public safety dispatcher.
- Any conviction of more than one M-1 or M-2 criminal misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as a juvenile.

- Any pattern of theft offenses during the course of employment from an employer as an adult.
- Having a conviction of OVI within the past six (6) years prior to application, or at any time while employed as a public safety dispatcher, or having been convicted of multiple OVI violations.
- Having been placed under a 12 point suspension within the past six (6) year period prior to time of application.
- Any conviction of vehicular homicide.
- Having received a Dishonorable Discharge or Other Than Honorable Discharge from military service.
- Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs.
- Having a continuing history of financial or credit problems to include; garnishments and bankruptcy.
- An employment history which includes a pattern of any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions.
- Any conviction for a violation of a protection or restraining order.
- Verified or admitted physical, sexual, or emotional abuse of one's spouse, ex-spouse, child, step-child, parent or any other relative or person with whom one had lived with or has had a relationship with, or a conviction of a crime of domestic violence involving the use of force or threatened use of a deadly weapon (permanent disqualifier).
- Non-compliance with a court order or legal contract to provide for family/dependents, child support, alimony or other financial responsibility determined by finding of any court of law.
- A past history of association or involvement with any organized criminal organization or any documented or admitted history of racial, ethnic, or social intolerance.

Again, this is not an exhaustive list of all of the instances that could disqualify a potential public safety dispatcher candidate.

So What Happens Next?

Your application package will be initially screened to insure you are able to meet the minimum requirements. Any application not meeting those requirements or lacking any of the required information will be removed from further consideration.

Application packages will be reviewed by the City of Pickerington Human Resources Director (or designee) and the Police Department Command Staff who will then schedule initial interviews to rank the lateral hire candidates.

The top ten ranked lateral hire candidates will proceed, by invitation only, and will be asked to complete a full Personal History Questionnaire (PHQ) and a Computerized Voice Stress Analysis Questionnaire (CVSAQ).

Once both questionnaires and the CVSAQ are completed and turned in, there will be an administrative review for any admissions of prohibited acts. If a candidate has committed any prohibited act(s), they will be dropped from further consideration.

Lastly, the candidate will progress through the standard hiring procedures of the City of Pickerington and the Pickerington Police Department. These procedures will include a background investigation, a formal oral board interview and (if selected) an interview with the Chief of Police. If a conditional offer of employment is made, the candidate must successfully complete a pre-employment physical with drug screen.

Lateral Hire Information and Instructions

If you meet the minimum qualifications, carefully read and comply with the following Instructions:

Read and follow instructions on each following page. Print or type all answers clearly and legibly.

Complete all information in the application package. Please make sure responses are complete and detailed as possible. You may duplicate page 10 in this package as needed. Include your name, the date and the position applied for on all extra pages. The information you provide will help determine the extent of your qualifications.

Pages seven (7) through nine (9) of this information package must be returned to the City of Pickerington by the deadline. Page seven (7) must be signed by the candidate, page eight (8) is not applicable for the Public Safety Dispatcher position. Page nine (9), the Lateral Hire Candidate Affidavit page, MUST be signed and notarized.

Please attach your resume and any other documentation you think relevant to the consideration of your application (i.e. training certificates, commendations, etc.). Please write your initials at the bottom right corner of any document you attach to the application.

All information included with this application is subject to verification through interview(s), background investigation, and a reference check and truth verification examination. Submission of false information or the intentional omission of material information will result in immediate disqualification from the application process, eligibility list, appointment and or employment if discovery of falsification occurs after appointment.

Return all application materials to the City of Pickerington Human Resources Office (located at 100 Lockville Road Pickerington, Ohio 43147) by **5:00 PM on Friday, December 30, 2022**. Applications dropped off in the City drop box after 5:00 PM on Friday, December 30, 2022 will not be considered. The City of Pickerington assumes no responsibility for timely receipt of applications which are sent by mail. Mailed materials **MUST BE RECEIVED** at the Human Resources Office by noon on Tuesday, January 3, 2023, with a post mark date of no later than Friday, December 30, 2022. If you change your residence address or telephone number(s) at any stage of the application process, you must immediately notify the Human Resources Office. The City of Pickerington assumes no responsibility for locating candidates who have changed their contact information.

Inquires or assistance regarding these instructions or any other matter can be directed to:

Human Resources Director Stephanie Albanese

Phone: (614) 837-3974

E-mail: salbanese@pickerington.net

The Application Process

Application Period	Applications for lateral hire public safety dispatcher candidates will be available starting on <u>Friday, December 2, 2022</u>
Obtaining An Application Package	<p>Beginning on the above date, you can:</p> <ul style="list-style-type: none"> Download a lateral hire application at: <u>https://ci.pickerington.oh.us/departments/human-resources/job-opportunities</u>. Click on "Lateral Hire Public Safety Dispatcher Applicants". Pick up an application package at either the City of Pickerington Municipal Building, located at 100 Lockville Rd. Pickerington, Ohio 43147.
Deadlines for Returning Application	<p>Applications must be submitted to the City of Pickerington Human Resources Office no later than <u>Friday, December 30, 2022, at 5:00 P.M.</u> Applications submitted after the above date and time will not be considered.</p> <p>Applications lacking all required materials will <u>not</u> be considered.</p>
Where to Return Application Materials	<p>You may submit your candidate application package in one of two ways:</p> <ul style="list-style-type: none"> Submit your application package in person to the Human Resources Office at the City of Pickerington Municipal building, located at 100 Lockville Road Pickerington, Ohio 43147. Mail your application package to the City of Pickerington Municipal Building, located at 100 Lockville Road Pickerington, Ohio 43147. Please address the package envelope "Attn: Human Resources Office". Please note the mailed application package <u>MUST BE RECEIVED</u> by the stated deadline.

Application for PS Dispatcher Lateral Hire Consideration

PERSONAL INFORMATION			
LAST NAME	FIRST NAME		MIDDLE INITIAL
HOME ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	E-MAIL ADDRESS	

EDUCATION			
<u>NAME OF SCHOOL & LOCATION</u>	<u>CIRCLE LAST YEAR COMPLETED</u>	<u>TYPE OF DEGREE OR DIPLOMA</u>	<u>MAJOR AREA OF STUDY</u>
COLLEGE	1 2 3 4 5 6 GRADUATE? YES / NO		
HIGH SCHOOL	1 2 3 4 GRADUATE? YES / NO		

CURRENT EMPLOYMENT INFORMATION			
CURRENT EMPLOYER		ADDRESS	
DATE STARTED	STARTING PAY	ENDING PAY	EMPLOYER PHONE NUMBER
DUTIES PERFORMED			
NAME, TITLE AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			

PREVIOUS EMPLOYMENT INFORMATION			
CURRENT EMPLOYER		ADDRESS	
DATE STARTED	STARTING PAY	ENDING PAY	EMPLOYER PHONE NUMBER
DUTIES PERFORMED			
NAME, TITLE AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			

****THERE IS NO NEED TO GO FURTHER BACK IN YOUR EMPLOYMENT HISTORY****

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal upon discovery after appointment. I authorize all persons, schools, companies and government agencies to give the Pickerington Police Department any and all information concerning my background, personal or otherwise, and release all parties from any liabilities for any damage that may result from this information being given to the Pickerington Police Department.

(Signature)

(Date)

PAGE IS NOT APPLICABLE FOR PUBLIC SAFETY DISPATCHER

Complete and return this form with a copy of your OPOTA Peace Officer Training certificate or OPOTA letter of Training Equivalency, and all other required documents to the City of Pickerington Municipal Building, located at 100 Lockville Road, Pickerington Ohio, 43147 ATTN: Human Resources Department

PRINT YOUR NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
NAME OF HIGH SCHOOL	DATE OF DIPLOMA	IF NO DIPLOMA, DATE OF G.E.D.	COPY OF DIPLOMA OR G.E.D. ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OHIO DRIVER'S LICENSE NUMBER?	IF OUT-OF-STATE DRIVER'S LICENSE, NUMBER AND ISSUING STATE		COPY OF LICENSE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OPOTA TRAINING CERTIFICATE NUMBER	CERTIFICATE DATE (MM/YY)		COPY OF CERTIFICATE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
ACADEMY NAME AND TELEPHONE NUMBER		ACADEMY COMMANDER NAME	

I certify that the statements contained herein are true to the best of my knowledge and belief. I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal, upon discovery thereof, no matter when the falsification or omission is discovered. I further acknowledge that any falsehoods may subject me to prosecution under the falsification statutes in Ohio Revised Code chapter 2921.

I authorize all persons, schools, companies and government agencies to give the Pickerington Police Department any and all information, personal or otherwise, that they may have. I release all parties from liability for any damage that may result from furnishing such information.

I understand that I may be required to undergo further examinations to include, but not limited to, physical fitness testing, truth verification testing, medical and psychological testing before beginning work to determine my ability to perform the duties of the position applied for. Failure to undergo such examinations shall be grounds for disqualification.

In consideration of my employment, I agree to abide by the City of Pickerington's ordinances, policies & procedures, employment practices and regulations of the Pickerington Police Department. I understand my employment and compensation can be terminated by either myself or the city.

My signature below indicates my acknowledgement that the statements apply equally to all portions of this application and to any additional documents I have attached, to all of which I have affixed my initials at the bottom right corner.

(Signature)

(Date)

Lateral Hire Candidate Affidavit

Directions: Read each question below carefully. Mark the appropriate box (yes / No) with an "X".

Please note that any omissions on this page or answering "yes" to any question may result in your application being removed from further consideration.

1) Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Have you ever been convicted of a misdemeanor related to sex crimes, crimes against persons or moral turpitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Have you ever had a domestic violence related arrest, conviction, diversion or expungement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Have you ever had any misdemeanor convictions, diversion or expungements in the last three (3) years or while employed in law enforcement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Have you had any OVI convictions, diversions, expungements or chemical test refusals in the past five (5) years or while employed in law enforcement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Have you ever been convicted of OVI more than once?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) Has your driver's license been suspended in the past five (5) years (not including suspensions under the Financial Responsibility Act)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) Have you ever illegally sold, delivered, distributed or manufactured drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9) Have you ever used illegal narcotics or abused prescription drugs after having been employed by any law enforcement agency or in a law enforcement capacity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

My signature below constitutes my certification that my responses are true and complete. My signature further constitutes my authorization for the City of Pickerington to investigate the facts submitted and for those with any relevant information to release it to the City of Pickerington Police Department.

I further understand and agree that should any investigation disclose any such misrepresentation, falsification, omission or concealment of fact, my application may be rejected and my name removed from further consideration from the eligibility list, or I may be terminated from employment with the City of Pickerington Police Department no matter when the falsification or omission is discovered.

I further certify the e-mail address I have provided on the application for employment is under my sole control and any communication to this e-mail address is presumed to have been received by me. Additionally, any e-mail received from this address is presumed to have been sent by me.

(Signature)

(Date)

Sworn to before me and subscribed in my presence this _____ day of _____, _____

(Notary Public)

(My Commission Expires)

LATERAL HIRE CANDIDATE APPLICABLE TRAINING SHEET

Candidates may copy this form as many times as they need to for continuation purposes.

[illegible]

(Candidate Name)

2

(Date)

Return of Application Materials Checklist

Please use this checklist to insure you return all required items to the City of Pickerington Human Resources Office (located at 100 Lockville Road Pickerington, Ohio 43147). It is not necessary to return this form. It is solely provided for your convenience.

The deadline for the City of Pickerington Human Resources Office to receive your application package is **Friday, December 30, 2022, at 5:00 P.M.** Application packages received after that time **WILL NOT** be accepted.

- ☐ **Application for Lateral Hire Consideration form** (further detailed information may be required of applicants selected for further consideration after initial screening.)
(Pg. 7)
- ☐ **Document Training Form** (with attachments – any relevant public safety dispatcher training certificates, letters of commendation, etc.)
(Page. 10)
- ☐ **Signed and Notarized Lateral Hire Candidate Affidavit**
(Page 9)
- ☐ **Resume**



CITY OF PICKERINGTON

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POSITION DESCRIPTION

Page 1 of 4

Dept.:	Police	Position Title:	Public Safety Dispatcher I
Reports to:	Public Safety Dispatcher II	Employment Status:	Full-time, Regular
Class #:	6101	FLSA Status:	Non-exempt
		Civil Service Status:	Classified

GENERAL DESCRIPTION: Under general supervision of Public Safety Dispatch Supervisor and direct supervision of the Public Safety Dispatcher II, responsible for obtaining and delivering information in a timely manner, as needed, for the safety and security of the community. Receives incoming calls for service via 9-1-1 emergency lines, business lines, as well as radio transmissions and lobby walk-ins. Responsible for prioritizing and dispatching the appropriate personnel (police and fire) to the proper locations to aid the public.

QUALIFICATIONS: An example of acceptable qualifications:
High school diploma or completion of equivalent (G.E.D).

LICENSURE OR CERTIFICATION REQUIREMENTS: (*indicates developed after employment)
*LEADS/CCH Certification; CPR/AED Certification; *Public Safety Telecommunications Best Practices for Missing and Abducted Children; *NIMS: IS-100, IS-100 LE, IS-200, IS-700, IS-704; *Notary Public; Emergency Medical Dispatch Certification (optional). *Must be able to obtain and maintain CPR/AED certification through American Red Cross (or equivalent), per City policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Personal computer (including software/applications), miscellaneous office equipment; police dispatching equipment; two-way radio operations; LEADS; TDD; recording devices, building security cameras.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; employee is often required to walk, use hands and fingers to feel, handle or operate objects, tools, or controls and to reach with hands and arms; specific vision abilities required by this job include close vision and the ability to focus; is exposed to possible injury from extremely noisy conditions above 85db (e.g., gunfire, etc.); has contact with potentially violent or emotionally distraught persons; may require employee to work flexible schedule including second and/or third shift (which may contribute to abnormal sleep patterns), evenings, weekends, and holidays.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work. Work is primarily performed in an office setting.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted: _____

Clemans, Nelson & Associates, Inc.

Date Revised: _____

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CITY OF PICKERINGTON

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POSITION DESCRIPTION

Page 2 of 4

Position Title: Public Safety Dispatcher I

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 60% (1) Record and monitor all calls for police in Computer Aided Dispatch (CAD) System and dispatch proper personnel via radio. Interpret and transmit important information from 9-1-1 equipment to emergency personnel or to proper jurisdiction when misrouted. Monitor various radio frequencies for transmissions. Give potential, lifesaving instructions to, sometimes distraught callers over the telephone. Operate/query state regulated computer terminal (LEADS) for information on vehicles and persons per Officer's request; including making entries (i.e. wanted/ missing people, stolen/impounded vehicles; criminal histories and sending messages to other agencies regarding sensitive law enforcement information). Maintain warrant logs as needed; respond to Community and Public requests regarding special events and routine questions (i.e. driving directions/road conditions, telephone numbers, fingerprint inquiries, etc.). Maintain needed forms and logs for vehicle impounds, adult and juvenile ticket and charge log, traffic cone log, and resident vacation checks. Assist Clerk of Court in collecting bond/fines and issue receipts. Gather, copy, stamp and prepare court packets for arrestees. Prepare the daily tickets for Court Clerk and prepare affidavits/personal recognizance bonds and notarize documents as needed. Assist outside agencies by sending back-up emergency personnel when requested; query and relay business/residence information from CAD system.
- 35% (2) During high risk situations, notify the appropriate supervisor and any special units requested by the on-scene OIC, in addition to maintaining regular shift duties. Attend meetings, conferences and training seminars as needed and approved. May perform additional clerical and/or reception duties, including but not limited to notifying officers of changes in the court schedule, completing and distributing extra patrol forms, print daily logs, make copies and distribute reports as needed, load important address information into the records management system.
- (3) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (4) Performs other job related duties as necessary.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *City and departmental goals, objectives, and functions; *local geographic area; management and supervisory principles; public relations; *public safety radio dispatching procedures (and FCC laws); *law enforcement procedures and methods; office management and standard office practices.

Skill in: computer operation (including software/applications such as Microsoft Office, database management, *LEADS, *TDD, *other department specific software, *digital recording software, etc.); typing speed 45+ wpm; use of modern office equipment; interpersonal communication; organization and time management; spelling, grammar, and mathematics; *two-way radio operations.

Developed by:

Date Adopted: _____

Clemans, Nelson & Associates, Inc.

Date Revised: _____

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CITY OF PICKERINGTON

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POSITION DESCRIPTION

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Position Title: Public Safety Dispatcher I

Ability to: multi-task efficiently, read, analyze, and understand various directives and regulations, and assemble related data; define problems, collect data, establish facts, and draw valid conclusions; apply principles to solve practical problems; deal with variety of variables in unfamiliar context; perform simple mathematical calculations; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; communicate effectively, and develop and maintain effective working relationships with employees, coworkers, department heads, officials, and general public; prepare simple reports; use proper research methods in gathering data; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Developed by:

Date Adopted: _____

Clemans, Nelson & Associates, Inc.

Date Revised: _____

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CITY OF PICKERINGTON

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POSITION DESCRIPTION

Page 4 of 4

Position Title: Public Safety Dispatcher I

Date Adopted: _____
Date Revised: _____

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