

POSITION OPEN
PART-TIME PUBLIC SAFETY COMMUNICATIONS OPERATOR
(Police – Fire – EMS Dispatcher)

THIS IS A NON CIVIL SERVICE POSITION

The Rittman Police Department is seeking an individual to fill the position of part-time dispatcher. The ideal candidate would be available to work all shifts to assist us in covering weekends, holidays, vacations, sick leave and to come in on some occasions as additional dispatch coverage.

Our shifts run as follows:

First Shift: 7:00 AM – 3:00 PM

Second Shift: 3:00 PM – 11:00 PM

Third Shift: 11:00 PM – 7:00 AM

The Rittman Police Department communications operation is a 24/7 9-1-1 center and dispatches for:

- Rittman Police Department
- Rittman Fire Department
- Rittman EMS
- Doylestown Police Department
- Doylestown/Chippewa Township Fire Department & EMS
- Sterling/Milton Township Fire Department & EMS

RESPONSIBILITIES:

*Answer 9-1-1 calls and regular calls for police, fire, EMS service and determine appropriate response and dispatch same by radio, telephone or MDT.

*Maintain a log and make computer call cards on each call.

*Handle walk in complaints at the police department.

*Shift specific records responsibilities.

*Obtain and maintain a Notary Public certification.

*Obtain and maintain Ohio LEADS certification.

QUALIFICATIONS:

Be an American citizen

Possess a high school diploma

Have a valid Ohio driver's license

Be computer literate

Have no criminal record

Pass a background check and CVSA test

Pass a general knowledge written test

The ability to prioritize

The ability to multi-task

The ability to pass a one year probationary period / three month training process

GENERAL INFORMATION:

Pay Range \$8.50 - \$12.50 an hour

PERS

Uniform Allowance of \$300.00 a year

Paid Training

For further information or to obtain an application contact Sgt. Robert Shows (rshows@rittman.com) or Chief Mike Burg (mburg@rittman.com) at the Rittman Police Department – (330) 925-8040

The City of Rittman is an equal opportunity employer

www.rittmanpolice.org

