

LEGAL NOTICE

Notice is hereby given that the Civil Service Commission of the City of Greenville, Ohio, will hold an examination for the position of **Emergency Communications Operator** for the City of Greenville on Monday February 28, 2011 at 7:00 pm in the basement classroom of the City Municipal Building, 100 Public Square, Greenville, Ohio.

Applicant must be a citizen of the U.S. or have legally declared his/her intention of becoming a U.S. citizen, be age 18 or older, and have obtained a high school diploma or GED prior to February 28, 2011. The applicant must pass the civil service written exam, background check; polygraph, medical, and psychological examinations; and drug screen. A minimum score of 70% is required to pass the written examination. Salary ranges from \$13.79 to \$ 20.02/hr, plus benefits.

Job Description: Emergency Communications Operators will be assigned to Dispatcher and Records Clerk duties and are responsible for the same basic duties as sworn personnel: protection of life and property, preserving the peace, preventing crimes and detection and apprehension of violators. Emergency Communication Operators have no arrest powers, but their use of communication skills (via phone and radio) is necessary to accomplish the listed duties; must answer telephone complaints, dispatch the proper police, fire or rescue personnel, maintain radio contact with the proper emergency personnel, operate the LEADS/NCIC computer systems, keep records of calls for service and abide by the rules and regulations established by the FCC. Emergency Communication Operators must also obey the orders and instructions of the shift Officer in Charge for business related to the particular watch and perform other functions that the administration deems necessary for the efficient operations of the Greenville Police Department.

Addition of credit: Applicants who are residents of Ohio and have completed service in the uniformed services, as described in R.C. 124.23, who are honorably discharged or transferred to reserve duty with evidence of satisfactory service and who otherwise meets the qualifications of that section, may file with the Commission a certificate of military service or honorable discharge whereupon he/she shall receive additional credit of twenty percent (20%) of the total grade given in the regular examination, provide that he/she has received a passing grade.

Any interested person can obtain an application from the Office of the Mayor, Greenville Municipal Building, 100 Public Square, Greenville, Ohio 45331 from 8:00 am to 4:30 pm, Monday through Friday. The application must be completed and returned to the Office of the Mayor no later than Thursday February 17, 2011 at 4:30 pm to be eligible to take the examination. An examination fee of \$25.00 must accompany the application upon submission. To gain admission to the written examination, applicants will be required to present a picture I.D. to the examining officer.

John Hensley, Chairman

City of Greenville Civil Service Commission

The City of Greenville is an Equal Opportunity Employer, m/f