



City of Centerville Police Department Records/Communications Specialist (Dispatcher)

The City of Centerville is now hiring a full-time Records/Communications Specialist to work in the Communications Center of the Centerville Police Department. The Centerville Police Department is a Nationally Accredited law enforcement agency with a tradition of service excellence. If you meet the position qualifications described below and would like to work in the secure, fast-paced environment of the Centerville Police Department, apply today.

Position Responsibilities: Dispatches and processes 911 and non-emergency calls; Prepares and files records; Completes data entry and types reports; Operates equipment like LEADS computer terminal; Receives and Disseminates information to other agencies; Maintains required licenses and certifications; Work hours vary; must have flexibility to work a variety of shifts in a 24-hr/365-day operation, supporting the following shifts: 7am – 3pm, 3-11pm, and 11pm – 7am; Performs other related duties as assigned by supervisor; demonstrates regular and predictable attendance.

Minimum Requirements: Excellent written and verbal communication, ability to effectively multi-task; advanced critical thinking, computer and technical skills; high school diploma or equivalent; course work and/or work experience as a Police/Fire/EMS dispatcher; or training and work experience which evidences a basic knowledge of emergency dispatching. **Preferred Qualification:** Bachelor's Degree. **LATERAL ENTRY CANDIDATES are encouraged to apply.**

Pay Rate: \$24.96 - \$32.45 per hour (exact work schedule/hours TBD), plus an excellent benefits package.

Application Process: Submit an official City Employment Application for consideration by **March 19, 2021**, to the City of Centerville Human Resources Department, 100 W. Spring Valley Road, Centerville, OH 45458 or to personnel@centervilleohio.gov. Applications may be obtained in person or online at www.centervilleohio.gov under Human Resources. Select finalists must submit to a thorough pre-employment background assessment process, which includes extensive background investigation, polygraph exam, drug screening, & medical evaluation.

Equal Opportunity Employer



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