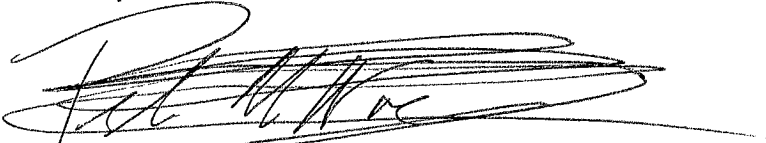


**PUBLIC NOTICE**

By order of the Wapakoneta Civil Service Commission, beginning at 8:00 AM on Friday, December 29<sup>th</sup>, 2017 applications for the position Dispatcher for the Wapakoneta Police Department will be accepted at the Wapakoneta City Hall at 701 Parlette Court, Wapakoneta and continue until 4:00 PM on Friday, January 19<sup>th</sup>, 2018. Application forms for Dispatcher may be obtained at the Wapakoneta City Hall during regular business hours. The stated date for administration of this is Tuesday, January 23, 2018 at 7:00 PM at the Wapakoneta High School, Redskin Trail, Wapakoneta, Ohio. The examination will consist of general questions related to math, reading, spelling, comprehension, and computer skills.

Applicants must hold a valid high school diploma or equivalent and be willing to work different shifts. Proof of honorable discharge from the military must be in possession of the Civil Service Commission before the time of the examination for those applicants wishing to receive military credit on their examinations. A DD Form 214 with the Honorable Discharge block checked is the only proof of honorable discharge that can be accepted.

Wapakoneta Civil Service Commission



Peter M. Noyes  
Secretary

Publish: ~~January 3, 2018~~ December 28<sup>th</sup>  
~~January 15, 2018~~ January 4<sup>th</sup>

**CITY OF WAPAKONETA**  
An Equal Opportunity Employer  
**CLASSIFICATION SPECIFICATION**

**Class Title:** Dispatcher  
**Class Number:** 19111

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**JOB RESPONSIBILITIES:** In addition to the following, performs other related duties as required.

Under general supervision, operates two-way radios, L.E.A.D.S. equipment and telephone to receive and relay information regarding law enforcement, crime prevention, rescue firefighting operations.

**QUALIFICATIONS:**

Completion of secondary education and experience which indicates a knowledge of Radio Dispatching, FCC Rules and Regulations and a demonstrable ability to communicate effectively in verbal form. Possession of L.E.A.D.S. certification.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

L.E.A.D.S. Certification; may be required to obtain C.C.H. Certification; CPR/First Responder Certification; self-defense/state certified jail training; OC spray certification.

**ILLUSTRATIVE DUTIES OF THE CLASSIFICATION:** The following are examples only and are not intended to be all inclusive.

1. Operates two-way radio to receive messages from and transmit messages to on-duty police officers, fire fighters and rescue squad personnel; after hours dispatch for City services; receives requests for police or fire assistance and dispatches appropriate departmental personnel to scene.
2. Operates L.E.A.D.S. teletype to send and receive messages, request and receive law enforcement and criminal data, etc.; gives information regarding stolen vehicles, etc.; enters information into L.E.A.D.S. system in an accurate and timely manner.
3. Receives telephone calls and handles complaints or messages of a routine nature; answers inquiries; collects information regarding crime or emergency in progress to relay pertinent data to police officer, fire fighter or other appropriate personnel; maintains contact with situation in progress to keep check on status.
4. Maintains accurate records reflecting nature of incoming calls, officer locations, date, time and other information as required; prepares and files reports; takes and types complaints and information from citizens and other sources.
5. Compiles and prepares activities report; maintains arrest file; files arrest citations and cards; updates L.E.A.D.S. books; files and/or does data entry for parking tickets, OH1's, OH4's, arrest cards, evidence cards, utilities address changes, and other documents.
6. May act as L.E.A.D.S. Terminal Agency Coordinator; maintains supervision of L.E.A.D.S. equipment.

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**CLASSIFICATION SPECIFICATION**

**Class Title:** Dispatcher  
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7. Demonstrates regular and predictable attendance.
8. Operates camera equipment, monitors, VCR, digital voice recorder, telephone/radio recording system as required.
9. May be required to assist officers as needed with female prisoners (e.g., restroom trips, urine collection, pat down, etc.).
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** necessary to perform duties (\* indicates developed after employment).

**Knowledge of:** radio dispatching; FCC rules and regulations; departmental policy and procedure\*.

**Skill in:** operation of L.E.A.D.S.; typing; use of modern office equipment (e.g., computer, telephone, fax machine, etc.).

**Ability to:** deal with problems involving few variables within familiar context; define problems, collect data, establish facts and draw valid conclusions; communicate effectively in verbal form; exercise sound judgment under stressful circumstances; gather, collate and classify information about data, people and things; develop and maintain effective working relationships with associates, officials and general public; resolve complaints; maintain accurate records; prepare meaningful, concise and accurate reports.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

L.E.A.D.S. computer, radios, typewriter, copy machine, telephone, fax, other communications related equipment.

ADOPTED: __/__/__	REVISION # __: __/__/__	APPROVED BY: _____
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**CITY OF WAPAKONETA**  
An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Employee Name:</b>			
<b>Class Title:</b>	Dispatcher	<b>Position Title:</b>	Dispatcher
<b>Class Number:</b>	19111	<b>Civil Service Status:</b>	Classified
<b>Dept./Div.:</b>	Police Department	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Police Lieutenant	<b>FLSA Status:</b>	Non-exempt
<b>Pay:</b>	Ordinance	<b>DOT Code:</b>	379.362-010

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

1. Operates two-way radio to receive messages from and transmit messages to on-duty police officers, fire fighters and rescue squad personnel; after hours dispatch for City services; receives requests for police or fire assistance and dispatches appropriate departmental personnel to scene.
2. Operates L.E.A.D.S. teletype to send and receive messages, request and receive law enforcement and criminal data, etc.; gives information regarding stolen vehicles, etc.; enters information into L.E.A.D.S. system in an accurate and timely manner.
3. Receives telephone calls and handles complaints or messages of a routine nature; answers inquires; collects information regarding crime or emergency in progress to relay pertinent data to police officer, fire fighter or other appropriate personnel; maintains contact with situation in progress to keep check on status.
4. Maintains accurate records reflecting nature of incoming calls, officer locations, date, time and other information as required; prepares and files reports; takes and types complaints and information from citizens and other sources.
5. Compiles and prepares activities report; maintains arrest file; files arrest citations and cards; updates L.E.A.D.S. books; files and/or does data entry for parking tickets, OH1's, OH4's, arrest cards, evidence cards, utilities address changes, and other documents.
6. Operates camera equipment, monitors, VCR, digital voice recorder, telephone/radio recording system as required.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**CITY OF WAPAKONETA**  
An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Employee Name:</b>			
<b>Class Title:</b>	Dispatcher	<b>Position Title:</b>	Dispatcher
<b>Class Number:</b>	19111	<b>DOT Code:</b>	379.362-010

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**OTHER DUTIES AND RESPONSIBILITIES:**

1. Acts as L.E.A.D.S. Terminal Agency Coordinator; maintains supervision of L.E.A.D.S. equipment.
2. Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** necessary to perform duties (\* indicates developed after employment).

**Knowledge of:** radio dispatching; FCC rules and regulations; departmental policy and procedure\*.

**Skill in:** operation of L.E.A.D.S.; typing; use of modern office equipment (e.g., computer, telephone, fax machine, etc.).

**Ability to:** deal with problems involving few variables within familiar context; define problems, collect data, establish facts and draw valid conclusions; communicate effectively in verbal form; exercise sound judgment under stressful circumstances; gather, collate and classify information about data, people and things; develop and maintain effective working relationships with associates, officials and general public; resolve complaints; maintain accurate records; prepare meaningful, concise and accurate reports.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

L.E.A.D.S. computer, radios, typewriter, copy machine, telephone, fax, other communications related equipment, video monitors, telephone/radio recording equipment, VCR.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:**

**GENERAL DUTY — SAFE AND HEALTHFUL WORKPLACE:**

The employee:

1. Uses or works in proximity to the use of firearms.
2. Has contact with potentially violent or emotionally distraught persons.

**CITY OF WAPAKONETA**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

**Employee Name:**

**Class Title:** Dispatcher

**Position Title:**

Dispatcher

**Class Number:** 19111

**DOT Code:**

379.362-010

- 3. Works rotating shift.
- 4. Occasionally lifts object ten (10) pounds or less; occasionally carries objects ten (10) pounds or less. 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.

Note: In accordance with U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**GOE: 07.04.05 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 81**

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

L.E.A.D.S. Certification, other certifications as required by department (e.g., C.C.H. Certification, CPR/First Responder Certification, self-defense/state certified jail training, OC spray certification, etc).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

ADOPTED: __/__/	REVISION #__: __/__/	APPROVED BY: _____
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