



**City of Sidney
Job Posting**

Job Title	Full Time Public Safety Telecommunicator
Department:	<u>Sidney Police Department</u>
Supervisor	Police Captain
Hours of Work	3rd shift 11:00pm – 7:00am (1st and 2nd shift for the first 3 months during training)
Pay Scale	\$18.57 - \$22.98

Job Description Summary:

Nature and Scope:

The Administrative Police Captain supervises the Public Safety Telecommunicator position. In the absence of the Administrative Police Captain, the Public Safety Telecommunicator will report to the ranking police officer in charge of the shift.

The Public Safety Telecommunicator will primarily work with Police, Fire and other outside agency emergency personnel in coordinating communications efforts.

The major responsibilities of the Public Safety Telecommunicator include, but are not limited to: Receive telephone calls and transmit information by radio or telephone and take incoming messages; Communicate with citizens in the Police Department lobby and communicating with Police and Fire personnel on station; Enter data in the CAD System and NCIC/LEADS System and maintain communications with all field public safety units; Dispatch public safety units as needed; Receive court bonds, parking ticket fines, and account for monies collected; Assisting police officers with female arrestees during searches and transports (if female); Maintain status as a deputy clerk of the Sidney Municipal Court and Notary Public to witness the filing of criminal charges; Assist the Records Section with data entry if requested to; Receive information from various sources and successfully communicate with other police agencies, fire/rescue units, the court system, utility companies, other City departments, county agencies, and various civic groups; Quickly and effectively communicate information to emergency personnel at the scene of an incident.

Job Requirements:

- Make important decisions quickly and remaining calm in emergency situations.
- Ability to learn the proper use of departmental equipment including the 911 System, CAD System, NCIC/LEADS Terminal, various telephone equipment, Police/Fire Department radio system, monitoring and security systems, computers and other equipment located in the Communications Center.
- Physically able work in an enclosed Communications Center with stringent requirements for breaks and time away from console while on duty.
- Work in a law enforcement environment that entails viewing or describing events that may be unpleasant or distasteful.
- All other duties as assigned

Qualifications:

- High School Diploma or GED equivalent.
- Ability to obtain a passing score on a written test.
- Successfully pass a Polygraph test, Criminal Background Check, Psychological Assessment and a Drug Screen.
- Successfully complete basic public safety, emergency medical and fire service dispatch courses.
- Ability to secure required CPR and LEADS certifications.
- Demonstrate good clerical skills and the ability to effectively use all equipment in the Communications Center
- Resident of Shelby County or adjacent county or become a resident within one (1) year from the date of hire. Maintain residency in Shelby County or adjacent county during employment.

Deadline to Apply: 5:00pm, Thursday, May 17th

To apply: Visit City's website at www.sidneyoh.com to review job description, benefits and application. Feel free to submit application to Human Resources:

City Hall
201 W. Poplar St
Sidney, OH 45365

Email: Ishuster@sidneyoh.com
Fax: 937-498-8160