

Test Date: Tuesday, August 9, 2022
Where: Medina City Hall, 132 N. Elmwood Ave
Lower Level, Multi-Purpose Room
Time: 6:00 PM

CIVIL SERVICE COMMISSION

132 North Elmwood Avenue
Medina, OH 44256

DATE OF ISSUE: June 6, 2022

MEDINA CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN COMPETITIVE EXAMINATION on August 9, 2022 FOR:

POLICE COMMUNICATIONS OPERATOR

Currently accepting applications. Application information for this examination may be obtained at the Civil Service Office lower level of Medina City Hall, 132 N. Elmwood or by email at lwilson@medinaoh.org or calling the Civil Service Commission office at (330)722-9077 or visiting <https://www.medinaoh.org/job-opportunities> for more information and to locate an application to complete and submit online.

APPLICATION DEADLINE IS 4:00 p.m. on Monday, August 1, 2022

SALARY: \$45,697-\$58,323/ annually (\$21.97-\$28.04/hourly), which includes the 10% the city pays of the employee's contribution to the Ohio Public Employee Retirement System under a deferred plan. Full-time benefits include time and a half for approved overtime, uniform allowance, group hospitalization/ or opt-out stipend, sick leave, paid holidays and paid vacation.

NATURE OF WORK: Dispatches 911 emergency/non-emergency medical, police and fire personnel to scene, maintaining contact; performs Clerk of Court duties for Medina Municipal Court; operate a multi-channel radio; maintain logs & police records; process warrants & related required documentation. High incident of interaction with citizens, firefighters, and patrol officers, **often under stressful conditions. *Must be able to multi-task.***

MINIMUM QUALIFICATIONS: Strong multi-tasking skills; maintain composure under stress; must be able to understand and follow oral and written instructions; must be able to enter data at least 5,800 correct keystrokes per hour; must have clear and concise speech along with map reading skills. Communicate effectively in writing or orally, with co-workers, supervisors and the general public in person or over a telephone or radio. Be willing to acquire and maintain certifications as required for this position. **A thorough background investigation, drug testing, psychological examination, polygraph and any other method necessary to ascertain the applicant's qualifications will be administered and if any negative information is obtained, this could disqualify an applicant for this position.**

NATURE OF EXAMINATION: The examination process will consist of 1.) an audio/written test and 2.) a data entry test. The audio/written examination will test for judgement, problem solving, prioritizing, listening, note-taking, map reading, and human relations skills. A score of 70% or better is required to advance to the data entry testing. All applicants who pass the written exam will take the data entry test (on a different date) and must attain 5,800 KPH to advance along with 95% accuracy within two attempts. This section is scored pass/fail. All test results and scores are subject to public record laws.

FEE: A fee of **\$10.00 CASH**, which is non-refundable, will be charged for the examination process and must be paid at the time of the application filing.

EXTRA POINTS: The Commission has set the extra credit points not to exceed five (5) points

1. **Military Service:** 5 points for completed service and honorary discharged from uniformed service or transferred to the reserve with evidence of satisfactory service (DD-214 required)
2. **Four-year Degree:** 5 points for a four year degree from an accredited college or university (Official transcript required) or
Two-year Associated Degree: 2 points for a two-year associate degree in Criminal Justice or Law Enforcement fields from an accredited university or college. (Official transcript required)
3. **Ohio Peace Officer Training Academy:** 5 points for successful completion of the Ohio Peace Officer Training Council's Basic Peace Officer Training and a copy of a **valid** certification required.
4. **Service as an Auxiliary (Special) with the Medina Police Department:** 3 points for a minimum of one year's service (letter from the department stating service time required).
5. **State of Ohio Emergency Medical Technician (EMT) Certification:** 2 points for Level B or higher.

WRITTEN PROOF MUST BE PRESENTED AND VERIFIED PRIOR TO THE DATE OF THE WRITTEN EXAMINATION TO RECEIVE ADDITIONAL CREDIT. ***No copies will be made from originals for applicants.*** Be sure to have copies available to submit. A MAXIMUM OF 5 EXTRA CREDIT POINTS WILL BE ADDED TO AN APPLICANT'S WRITTEN SCORE ONLY IF A PASSING SCORE OF 70 OR BETTER IS OBTAINED.

PROBATION: All persons appointed to this position are subject to a probationary period of twelve months. The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee's work, to give the employee full opportunity to demonstrate successful performance on the job, and to remove any employee whose performance does not meet required work standards. No appointment shall be deemed final until the appointee has satisfactorily served the probationary period, from first work day, of not less than **twelve months**.

ACCOMMODATION: An applicant can request reasonable accommodations to participate in the application/examination process by completing and submitting an EXAMINATION ACCOMMODATION REQUEST form.

An EQUAL OPPORTUNITY EMPLOYER/ PRE-EMPLOYMENT DRUG TESTING REQUIRED