



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
 TELEPHONE (440) 204-2066 FAX (440) 204-2527

**DATE OF ISSUE: FEBRUARY 14, 2023**  
**THE LORAIN CIVIL SERVICE COMMISSION is**  
**Accepting APPLICATIONS for POLICE DISPATCHER**

**SALARY:**                               **\$ 20.00/hr. Starting pay**  
    **\$ 20.96/hr. after 1 year**  
    **\$ 21.92/hr. after 2 years**

The City of Lorain is accepting applications for the position of Police Dispatcher via the Ohio Administrative appointment process –meaning there is not a current viable eligibility list and there is an urgent, immediate need to fill several vacancies. Application must be made on the regular application forms which are available online at [www.cityoflorain.org](http://www.cityoflorain.org) under departments click on **Civil Service** and then **Application Instructions** and follow the 4-step process. Please make sure to include a valid Ohio driver's license and the employee background check form. In order to be considered for the position, applicants will undergo an initial background investigation and interview. If they pass that phase they will proceed to take a battery of several assessments conducted by the Lorain Police Department which will test them on the following:

Split Ear Multi-Tasking	Listening
Visualization	Taking Descriptions
Keyboarding Accuracy	Knowledge of City of Lorain
Call Taking	Spelling/Grammar/Punctuation

These assessments will be individually graded and then combined for a total average score of 70% in order to be considered for appointment.

The Civil Service will be accepting applications on a continuous basis **beginning Monday, February 20, 2023 through Friday, December 29, 2023 by 4:30 p.m.** Applications must be submitted via e-mail to:

[rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org)

Applicants must be a high school graduate or equivalent; must be a US citizen or have a valid permanent resident card. Telecommunicator/ Information Officers (aka Dispatchers) work eight hours shifts either 7:00 a.m.–3:00 p.m. or 3:00 p.m.-11:00 p.m. to include weekends and holidays. Days off are on a rotating schedule.

Telecommunicators report to the Communications Supervisor. **The responsibilities of the telecommunicator include, but are not limited to:**

- a. Receiving and handling all incoming and transmitted communications, including:
  - 1) Emergency 9-1-1 lines
  - 2) Business telephone lines
  - 3) Telecommunications Device for the Deaf (TDD)/ Text Telephone (TTY) Equipment
  - 4) Radio communications with department members in the field and support Resources (e.g. fire department, emergency medical services (EMS), allied agency law enforcement units)
  - 5) Other electronic sources of information (e.g. text messages, digital photographs, video)
- b. Documenting the field activities of department members and support resources (e.g. fire department, EMS, allied agency law enforcement units)
- c. Inquiry and entry of information through the Communications Center, department and other law enforcement database systems (e.g., Bureau of Motor Vehicles (BMV) records, Ohio Law Enforcement Automated Data System (LEADS) and NCIC.
- d. Monitoring department video surveillance systems
- e. Maintaining the current status of members in the field, their locations and the nature of calls for service
- f. Notifying the Watch Commander or field supervisor of emergency activity, including but not limited to:
  - 1) Vehicle pursuits
  - 2) Foot pursuits
  - 3) Assignment of emergency response

Applicant will be subject to some or all of the following testing (and appointment will be contingent upon successful completion): basic pre-employment physical exam with drug screen, polygraph and psychological examination. Any questions, please contact Rose at 440-204-2066. Job Description will be available upon request.