



City of
BEAVERCREEK
POLICE

Dennis L. Evers
Chief of Police

1388 Research Park Dr. • Beaver Creek, Ohio 45432 • 937/426-1225 • Fax 937/431-2342

Dear Communications Operator Applicant:

Thank you for your interest in a position with the City of Beaver Creek Police Department. By submitting your application, you are taking the first step towards becoming a communications operator with the City of Beaver Creek.

The mission of the Beaver Creek Police Department is a commitment to working in partnership with the community to enhance the quality of life of our citizens. We are presented with daily opportunities to make a difference and address the needs of our community, while protecting life and property. Prospective applicants have an opportunity to be a part of this unique challenge. To accomplish its mission, the Beaver Creek Police Department is looking for individuals who exemplify our core organizational values of fairness, integrity and loyalty in their daily lives.

The attached documents contain information about the hiring process and standards of employment with the City of Beaver Creek. Our standards are high and the process is lengthy, but the results produce a pool of candidates of the highest quality who are able to reasonably execute the duties and responsibilities of a communications operator.

The City of Beaver Creek is a growing community and the Beaver Creek Police Department is a dynamic organization that offers many opportunities for personal growth and professional job satisfaction. The salary and benefits package offered by the City of Beaver Creek is exceptional and reflects the City's commitment to quality.

I encourage you to fully read the attached documents in order to prepare yourself for the hiring process. If you have any questions, please feel free to contact Captain Scott Molnar at 937-427-5523 or Jill Bissinger, Human Resources Manager, at 937-320-7387.

I wish you the best in your employment endeavors.

Sincerely,


Dennis L. Evers
Chief of Police

**Beavercreek Police Department
2015 Applicant Information**

911 Communications Operator Lateral Entry

A challenging and rewarding career awaits you as a Communications Operator with the City of Beavercreek Police Department!

The City of Beavercreek is accepting applications for the position of Communications Operator. A detailed job description is included with this material. The Beavercreek Police Department is a nationally accredited law enforcement agency with a tradition of service excellence and a strong community oriented policing philosophy. We serve a growing, progressive community situated in the western portion of Greene County, Ohio. The community has a diverse retail and commercial base with a population of approximately 45,780 (2010 census).

SALARY AND BENEFITS

The successful applicant will receive salary and benefits that compare favorably with those offered in business or industry. The 2015 base salary of a Beavercreek Police Communications Operator is \$41,371 (19.89/hr) progressing incrementally to \$57,907 (27.84/hr). Communications Operators receive shift differential pay, paid vacations, holiday pay, weekend differential pay, personal allowance days and opportunities for overtime payment and/or compensatory time. Additional benefits include an Educational Incentive bonus, Seniority bonus and an attendance bonus.

Additional benefits include:

- Group Hospitalization and Medical Insurance (partial employee pay)
- Prescription Program
- Dental Coverage (partial employee pay)
- Vision Care
- Group Life Insurance
- Workers Compensation Protection
- Occupational Injury Leave
- Tuition Reimbursement Program
- Deferred Compensation Program
- Employee Assistance Program

MINIMUM QUALIFICATIONS

Applicants for the position must meet the following minimum qualifications at the time of appointment.

- Be at least 18 years old at time of appointment
- Be a United States Citizen
- Possess a valid State of Ohio driver's license
- Possess a high school diploma or GED equivalent
- Must be able to work an 80-hour biweekly schedule including weekend, evenings, nights and holidays on an assigned shift
- Have a minimum of two (2) years' experience (within the last five years) as a Public Safety Communications Operator
- Must be available for on call work

Applicants must also:

- Obtain satisfactory (minimum 70%) score after meeting with a Structured Oral Interview panel
- Successfully pass other screening tests as required prior to appointment, including a background check, medical exam, and psychological evaluation and polygraph tests

APPLICATION PROCESS

Applications are available at the City of Beavercreek Municipal Building, 1368 Research Park Drive, Beavercreek, Ohio 45432; 8 a.m. to 5 p.m., Monday through Friday.

Additional information is available at www.beavercreekohio.gov. All applicants **must** complete the application thoroughly and accurately. **The deadline for return of the completed application will be Friday, September 11th, 2015 at 5 p.m. Failure to complete the application (other than minor omissions) and timely submission will constitute grounds for rejection. The failure to disclose truthfully all material and relevant information shall also constitute grounds for rejection or dismissal if discovered subsequent to appointment.**

Hiring Procedures and Qualification Process-Eligibility List

The selection process for appointing probationary Communication Operators with the Beavercreek Police Department has 8 progressive steps:

1. Pick up and submission of a preliminary application.

Special Instructions for the Application

- a. Your application will be processed by the City of Beavercreek
- b. Print or type clearly in ink.
- c. **Return your application to the City of Beavercreek Municipal Building by, Friday, September 11th, 2015 at 5:00 p.m.**
- d. The following documents **MUST** be included with the application:
 1. Copy of Driver's license
 2. High School Diploma or equivalent
 3. Military Form DD-214, if applicable

4. Three (3) letters of recommendation. Letters must be currently dated, signed and contain the address of the person writing the letter. **Letters will not be accepted from any relative, i.e. spouse, parent, etc.**
5. Handwritten Letter: **“Why I want to be a Beavercreek Police Communications Operator”**
6. Affirmative Action Form (VOLUNTARY SUBMISSION)

HANDWRITTEN LETTER *must be written in the applicant's handwriting. The letter should be ¼ to 1 full notebook page explaining why the applicant wants to be a Beavercreek Police Communications Operator.*

2. Application Review

Each packet returned by the deadline of September 11th, 2015 will be reviewed for eligibility, completeness and thoroughness. Any applicant packet that does not contain the above mentioned items or is incomplete may be rejected.

3. Structured Oral Interview

All eligible candidates returning a complete application packet will be invited to a Structured Oral Interview panel. The interview will cover areas that include but are not limited to the decision making, interpersonal skills, administrative skills, motivation and initiative. This interview will have a possible 100% score each applicant can receive. Applicants must obtain a minimum 70% score to pass the interview. Applicants who get a 69% or below will not be considered any further in the process and dropped from the eligibility list. At the conclusion of the interviews the applicants remaining that obtained a score of 70% or greater will be ranked based on the structured interview score. Once the ranking has been determined, the top 3 applicants will be moved on to the next phase of the hiring process.

4. Background Investigation / Pre-employment Polygraph Examination

A background investigation / pre-employment polygraph examination will be conducted on the top 3 applicants after the structured interview phase. Some areas of this investigation may include:

- a. Verification of candidate's qualifying credentials
- b. A review of the candidate's criminal and traffic violations record, if any
- c. An interview with at least three personal references of the applicant
- d. Verification of the applicant's previous employment history

The polygraph results will not be the single determinant of employment status. It is only an investigative aid that will be used together with other information to support decisions relevant to employment status. Refer to form entitled, Clearance Polygraph Information Guide, included in this packet.

5. Oral Interview

Applicants who are in the top three positions after the Background Investigation / Pre-Employment Polygraph Examination will be invited for an oral interview with the Chief of Police. The Chief of Police may choose an applicant from this group.

If an applicant is chosen, the Chief of Police will forward a recommendation to the City Manager for consideration. If a conditional offer of employment is extended to the applicant, they will participate in the last 3 phases of the hiring process. Should the applicant fail to pass any remaining phase of the conditional offer of employment, they will be eliminated from this hiring process.

Should an applicant be considered but not selected for two vacant positions the City shall have the authority to disqualify the applicant from future consideration.

CONDITIONAL OFFER OF EMPLOYMENT

6. A Conditional Offer Polygraph

This polygraph explores medical, physical and psychological aspects of the applicant.

7. Psychological Examination

A psychological examination is designed to assess the appropriate, adequate, acceptable or desirable psychological, emotional, and personality profile and characteristics, traits, qualities, attributes and tendencies to perform as a Beavercreek Police Communications Operator. It will also evaluate an applicant to determine whether that person has the ability to endure stress associated with the nature of the job.

8. A Medical Examination

A medical examination of each applicant will be conducted after a conditional offer of employment but prior to actual appointment to probationary status. This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities. Areas of evaluation will include audio examination, eye examination, blood pressure evaluation and medical history and clinical examination. Tests may include physical examination, health & medical history, hearing test, vision test, urine dip, non DOT 5-panel drug test and EKG (non stress). **A drug screen will be included in this examination along with any tests needed to register the new hire with Public Employees Retirement System.**

APPLICANT DISQUALIFICATION AND RE-APPLICATION

The following occurrences or combination occurrences in your background are examples of things that may result in rejection of an applicant's consideration for a communication operator position:

- Felony conviction
- Conviction for drug related violations or Use of Illegal Drugs
- Conviction for any crime of violence, misdemeanor included
- Abuse of Alcohol and/or drugs
- Anti-Social Behavior
- Poor Work Record
- Poor Driving Record
- Numerous Debts
- Incomplete or Inaccurate information on Application or Personal History Questionnaire (this will be in consideration of other areas of the applicant process, it is not a sole disqualifier)

Applicants not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the applicant process shall be informed, in writing, of the reason within 30 calendar days.

Applicants not selected for appointment to probationary status will be eligible for re-application, re-testing and re-evaluation at the next applicant process offered by the City of Beavercreek.

DURATION OF THE APPLICANT PROCESS

The anticipated duration of the reopened selection process is as follows:
(Please note: This schedule is subject to change without notice.)

| | |
|--|---------|
| ▪ Recruit, Advertise & Accept Applications | 2 weeks |
| ▪ Schedule and Conduct Structured Interview | 1 week |
| ▪ Schedule and Conduct Background / Polygraph Exam | 2 weeks |
| ▪ Top 3 Applicants Interview with Chief of Police | 1 week |
| ▪ Schedule and Administer Post - Polygraph | 2 weeks |
| ▪ Schedule and Administer Psychological Exam | 2 weeks |
| ▪ Schedule and Administer Medical Exams | 2 weeks |

Approximate time required 12 weeks

The appointment of a new employee shall not be deemed complete until successful completion of a 1-year probationary period is completed from the date of appointment.

City of Beavercreek provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

If you feel that you have not been treated fairly or in a courteous manner, you should report the incident to the Human Resources Manager. (Preferably in writing)

Comments or complaints about the employment procedure will be answered in writing, as soon as possible. Comments or complaints will not affect this or future applications for employment.

The U.S. Equal Employment Opportunity Commission and the Ohio Civil Rights Commission also investigate discriminatory practices alleged by an applicant or employee. We urge you to file a complaint with those offices if you believe it is appropriate.

The conditions of employment of the law enforcement positions of the Beavercreek Police Department require a work schedule including first, second and third shifts, on a 365 day per year basis. Shift assignments are determined by the length of service provisions of the Labor Agreement between the Beavercreek Fraternal Order of Police and the City of Beavercreek.

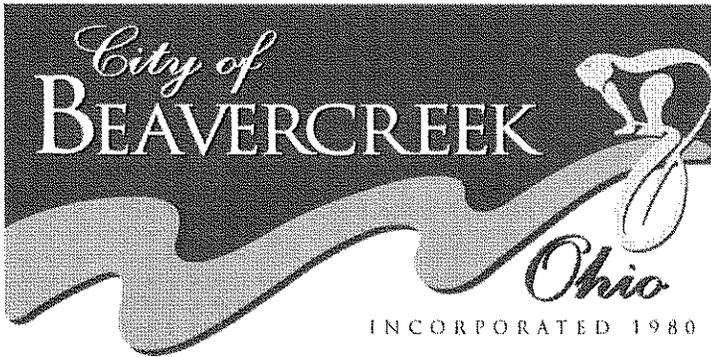
Contact phone numbers:

City of Beavercreek Human Resources
(937) 320-7387

City of Beavercreek Police Department
(937) 426-1225

**The City of Beavercreek is an Equal Opportunity Employer and
ADA Compliant.**

City of Beavercreek is a Drug-Free Work Environment.



**APPLICATION FOR
EMPLOYMENT**

Human Resources Department, 1368 Research Park Drive, Beaver creek, Ohio 45432
 Phone: (937) 320-7387 Fax: (937) 427-5545 Email: hr@beavercreekohio.gov

Positions Desired: _____ Salary Expected: _____ / Hour

Full Time Part Time Seasonal Internship

Application Date: _____ Date available for work: _____

- Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation during the application and/or interview process should notify a representative of the Human Resources Department.
- Applications are kept on file for one year. Please keep a copy for your files.
- Please answer all questions accurately and completely. Incomplete applications may be disqualified.
- By signing this application, you are affirming that all information you provide is accurate and complete.

How did you learn about us/this job? (Check One)

Advertisement Friend/Relative City/Employee City Website Walk-in Other

Applicant Information

Name: _____ Social Security No.: _____
First Name Middle Initial Last Name

Address: _____

Telephone No.: (____) _____ City _____ State _____ Zip Code _____
 Work Phone No.: (____) _____

Cell/Other: (____) _____ E-mail address: _____

If necessary, best time to call you at home: _____ a.m. p.m. Anytime

May we contact you at work? Yes No

General Information

Are you now, or have you ever been employed with the City of Beaver creek? Yes No

If yes, please give date(s) and position(s). _____

Do you have relatives employed by the City? Yes No

If yes, please give name, relationship, and department. _____

Are you at least 18 years old? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

Are you lawfully eligible to work in the United States? Yes No

Do you have a valid Ohio Drivers License? Yes No Operator's CDL Endorsements: Yes No

Drivers License No.: _____ Expiration: _____

Have you ever had your license suspended? If yes, please explain. _____

Have you ever been convicted of a felony or misdemeanor (excluding traffic violations and citations)? Yes No

Note: A conviction or suspension is not an automatic bar to employment. Each case is considered separately based upon its relation to the duties of the position.

If yes, please provide explanation of conviction, including date, charge, location, and penalty.

Employment History

In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying.

Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years. Please explain all periods of unemployment. Additional pages of work history may be attached, if necessary.

A resume is not a substitute for this section of the application.

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ City _____ State _____ Zip Code _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ City _____ State _____ Zip Code _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ City _____ State _____ Zip Code _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ City _____ State _____ Zip Code _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education and Training

Check the highest school grade completed.

High School: 9 10 11 12 College: 13 14 15 16 17 18 19

| Name of School | Address | Courses of Study | Credits Completed Semester/Quarter Hours | Degree or Certificate Earned |
|----------------|---------|------------------|--|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List any job-related schools attended or vocational training received. (If additional space is required, please list separately as an attachment.)

| Name of School | Date(s) | Type of Training |
|----------------|---------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

List any professional licenses or certificates.

| Title of license or certificate | Number | Issuing Agency | Date Issued/Date of Expiration |
|---------------------------------|--------|----------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Special Skills:

Typing _____ (wpm) Calculator Word Excel Outlook Access

Other (Specify): _____

Heavy Equipment Tools: _____

References (Relatives are not acceptable references)

| Name & Title | Occupation | Address (Include City, State & Zip Code) | Phone No. |
|--------------|------------|--|-----------|
| | | | |
| | | | |
| | | | |

Certification of Information, Authorization & Release

ALL APPLICANTS: Please read the following and address any questions to the Human Resources Representative before signing.

I affirm that the information provided on this application and any accompanying documents is true and complete to the best of my knowledge. I understand that, if I am employed by the City of Beavercreek, its subsequent discovery of any false statements, significant omissions, or misleading information provided by me in connection with this application may result in termination of my employment.

I authorize investigation of all statements contained in this application and any accompanying documents as may be necessary in arriving at an employment decision. I also understand that the city will perform a background check on me. I authorize this background check and also authorize all personnel, schools, companies, corporations, and law enforcement agencies to supply the City of Beavercreek with any and all pertinent information they may have about me. I release the same from any liability in connection with their provision of such information.

I understand that the City of Beavercreek may be required to submit/release this application and its accompanying documents, in response to a public records request. I release the City of Beavercreek and its agents, from any liability that may result from submitting/releasing such information.

I acknowledge that the City of Beavercreek may require, as a condition of any offer of employment that is made, or for continued employment, that I undergo a medical exam, drug testing, or alcohol testing, and I consent and agree to any such exam, if required now or in the future. I understand that a satisfactory drug test result is a condition of employment with the City.

I understand that federal law prohibits the employment of unauthorized aliens and requires satisfactory proof of employment authorization and identity. I further understand that all persons hired must submit satisfactory proof of employment authorization and identity. I agree to have necessary documents promptly available for inspection as required by law.

I understand that this application is not a contract of employment. If employed, I understand that I will be required to abide by the City of Beavercreek's Rules and Regulations. I understand that the City of Beavercreek follows an "employment at will" policy, in that I or the City may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the City Manager.

I understand that the City of Beavercreek is an Equal Opportunity Employer.

By signing below, I acknowledge that I have read and understand the above notice, and I authorize the pre-employment checks and tests listed therein.

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form.

THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.

Position: _____

Full-time Part-time Seasonal

Date of Application: _____

Race or Ethnic Origin: Caucasian African-American Hispanic
Asian American Indian Other

Sex: M F

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.



City of
**BEAVERCREEK
POLICE**

Dennis L. Evers
Chief of Police

1388 Research Park Dr. • Beaver Creek, Ohio 45432 • 937/426-1225 • Fax 937/431-2342

Authorization for Release of Information Agreement

TO WHOM IT MAY CONCERN: I am an applicant for a position with the City of Beaver Creek Police Department. The Beaver Creek Police Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Beaver Creek Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to any duly authorized agent of the Beaver Creek Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent data for the Beaver Creek Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records of _____ organization including its officers, employees, or related personnel both individually and collectively from any and all liability for damages of whatever kind which may at any time result to me, my heirs,

family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Beavercreek Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Beavercreek Police Department's acceptance and processing of my application for employment, I agree to hold the _____, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Beavercreek Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a. The Privacy Act of 1974 with regard to access and to disclosure of records and I waive those rights with the understanding that information furnished will be used by the Beavercreek Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of two (2) years from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees arising out of or by reason of complying with this request.

FULL NAME: _____
(Signature)

DATE: _____

CURRENT ADDRESS: _____

TELEPHONE NUMBER: _____

City of Beavercreek
An Equal Opportunity Employer

Position Title: Communications Operator

Department: Police

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is highly specialized work in the City of Beavercreek Police Department. An employee in this class is responsible for receiving requests for police, fire, and medical assistance, dispatching appropriate personnel in response to the requests, and maintaining radio contact with police officers. Duties are performed under the limited direction of the Technical Services Supervisor.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of police and office equipment, including: radio and telecommunications equipment, national and regional crime information computers, video and photography equipment, and general office equipment. The primary work site is police headquarters.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions of the class.

- Answers and prioritizes emergency and non-emergency calls from the public; determines nature of the call; determines action required to appropriately handle the call.
- Dispatches the appropriate personnel and equipment to the scene.
- Maintains awareness of available response units in order to efficiently dispatch calls and provide for police officer safety.
- Maintains constant radio contact with police officers and fire department.
- Maintains audio/visual monitoring of police headquarters and the city municipal building.
- Responds to requests for assistance from citizens at the dispatch window.
- Performs searches through the LEADS computer concerning suspects, driving records, vehicle registration information, and criminal histories.
- Records emergency call information into CAD (Computer Aided Dispatch) computer.
- Maintains computerized files for warrants, stolen property, and other information.
- Responds to requests for information and assistance from other police and fire departments and law enforcement agencies.
- Receives bond payment for prisoners.
- Receives parking citation payments.
- Releases impounded vehicles to proper owners.
- Handles requests for assistance for the Water and Road Departments.
- Testifies in court as a credible witness when necessary.

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ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to complaints from citizens.
- Assists police officers with female prisoners as necessary.
- Acts as a witness for police officers as necessary.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Ability to react quickly and calmly in emergency situations.
- Thorough knowledge of city geography and population patterns.
- Thorough knowledge of the policies, procedures, and practices of emergency communications and dispatch operations.
- General knowledge of basic police, fire, EMS, and hazardous materials procedures.
- General knowledge of state and local laws and ordinances.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to understand and execute complex oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties.
- Ability to give detailed instructions and information to callers and emergency personnel.
- Ability to perform duties and responsibilities during high stress situations.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to handle confidential information.
- Ability to work under the limited direction of the Technical Services Supervisor.

DESIRABLE TRAINING AND EXPERIENCE:

- A high school diploma or the equivalent; or any combination of training and experience which provides the necessary knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Satisfactory completion of all computer (CAD, LEADS, NCIC) training.
- Must be able to regularly use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Must be able to frequently stand, walk, and sit.
- Must be able to occasionally climb or balance; stoop, kneel, crouch, or crawl.
- Must be able to type 35 wpm.
- Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must have vision abilities, including close vision, distance, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Obtain Deputy Clerk of Court status.

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- Must be able to be occasionally exposed to moving mechanical parts, vibration, risk of electrical shock, and noise levels that can be unusually loud.
- Ability to work other than normal working hours, and to work various shifts as necessary.

Job Description Approved by:



City Manager

8/7/15

Date

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 (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date