



City of Chillicothe, Ohio

Office of Human Resources

Mayor Luke M. Feeney

HR Director, Tamra Lowe

The City of Chillicothe Civil Service Commission is accepting applications to establish an eligibility list for:

Communications Officer (Dispatcher)

Starting Hourly Rate: \$ 17.92

(May include full-time and part-time positions)

March 5, 2020 thru March 18, 2020

Exam Date/Time: March 24, 2020 5:30pm

Exam Location: Chillicothe High School Cafeteria
481 Yoctangee Parkway, Chillicothe, Ohio

****PHOTO ID & EXAM ENTRANCE LETTER REQUIRED****

HOW TO APPLY

Applications available on City of Chillicothe's website: www.chillicotheoh.gov. applications must be received or postmarked by 03/17/2020 and may be submitted by email to HR@chillicotheoh.gov or by U.S. mail to City of Chillicothe Human Resource Dept, 35 South Paint Street, Chillicothe Ohio 45601.

NATURE OF WORK (abridged job description)

Answer incoming telephone calls and redirect appropriately. Dispatch and receive two-way radio calls, assign report numbers with brief initial details for input to division records system. Promote good relations with callers, keep flow of ongoing activities organized while on shift. Maintain personal and professional competence and awareness. Being aware of the status of all personnel in the field and maintain daily watch activity log.

SKILLS/EXPERTISE

- Understanding of resource management and operational procedures
- Communication and listening skills.
- Interpersonal, negotiation and persuasive skills
- Problem-solving skills including the ability to prioritize and think quickly
- Ability to multitask.
- Understanding public media needs
- Ability to keep calm in distressing situations
- Proficient computer skills. Also typing and data entry

REQUIRED EXPERIENCE/TRAINING

- High school diploma or GED equivalent
- Complete any required Dispatcher courses
- Valid Ohio Driver's License
- U.S Citizen
- Ability to pass background and psychological exams

THE CITY OF CHILlicothe IS AN EQUAL OPPORTUNITY EMPLOYER
