

## **NOTICE OF EXAMINATION – PUBLIC SAFETY COMMUNICATIONS OFFICER**

An open competitive examination for public safety communications officer for the City of Findlay is announced by the Civil Service Commission to be held on January 8, 2019, January 9, 2019, and January 10, 2019 (various exam times) in the Computer Services Training Room located in the Municipal Building, 318 Dorney Plaza, Room 311, Findlay, OH. This exam will start on time and no one will be permitted to participate once the exam has begun unless for good cause shown. Only those applicants who have returned their Civil Service Application to the Civil Service Commission before the deadline date will be permitted to take the exam. **Applicants are required to complete a Civil Service Application and contact the Civil Service Commission at 419-424-7112 by December 20, 2018 to schedule an exam date and time.**

### **REQUIREMENTS FOR APPLICANTS:**

1. Must be a U.S. Citizen
2. Must be 18 years of age at the time of examination.
3. Must be able to learn radio dispatching procedures and techniques, obtain accurate information via telephone or radio under possible stressful circumstances, receive and dispatch information via two-way radio to public safety responders and other duty related individuals, maintain accurate records, complete departmental records and forms, must have the ability to learn the City of Findlay's corporate limits, landmarks, street addresses, and perform other job related duties as required.
4. Must have the ability to operate a computer terminal in an efficient manner with good keyboarding skills.
5. Must be multi-task oriented, able to deal with citizens often in stressful situations, and provide a calm and professional response even when under extreme duress.
6. All applicants must pass the multi-tasking section of the CritiCall computerized test with a minimum score of 70%, obtain an overall average score of 78.889% on non-data entry tests, and an overall average score of 3200 on data entry tests.
7. If applicant has completed service in the uniformed services, has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an Act of Congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent of the person's total grade given in the examination in which the person receives a passing grade. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completed the member's initial entry-level training shall receive a credit of fifteen percent of the person's total grade given in the examination in which the person receives a passing grade. A certified copy of applicant's DD-214 discharge form or equivalent evidence must accompany the application if applicant wishes to receive additional credit on the passing grade.

If applicant has completed specialized training in the field of Communications Specialist as it relates to dispatching and has a current Communications Specialist certificate, the applicant will receive an additional five percent credit on their passing test score. A copy of the current certificate must be attached to the application.

**If DD-214 discharge form or equivalent evidence, or a current Communications Specialist certificate is not attached, applicant will not be contacted to ascertain its whereabouts and additional test score credit will not be given. ONLY ONE CREDIT FROM THE ABOVE WILL BE PERMITTED.**

8. Job Description is available upon request.

### **REQUIREMENTS FOR APPOINTMENT TO POSITION:**

1. Must have no criminal record other than minor traffic violations.
2. Must have high school diploma or GED equivalent.
3. Must be fingerprinted and pass extensive background investigation.
4. Must pass a medical exam given by a designated physician and a psychological exam given by a designated psychologist certifying that the applicant meets the physical and psychological requirements necessary to perform the duties of a communications officer.
5. Must pass a drug screen test.
6. Must become a resident of Hancock County, OH or establish physical residence in any county contiguous to it within six (6) months after date of hire.
7. Must become a Notary Public within ninety (90) days following appointment to position.
8. Must successfully complete the Association of Public Safety Communications (APCO) Basic Tele-communicator and Emergency Medical Dispatching courses within six months after the date of hire.

Civil Service Applications may be obtained from the Civil Service Commission–Room 303 or Mayor’s Office–Room 310 located in the City of Findlay Municipal Building, 318 Dorney Plaza, Findlay, OH, during regular business hours or by accessing the Civil Service testing page on the City of Findlay website at: [www.findlayohio.com/civilservicetest](http://www.findlayohio.com/civilservicetest).

Civil Service Applications may be delivered to the Civil Service Commission Office, mailed to the Civil Service Commission – 318 Dorney Plaza, Room 303, Findlay, OH 45840, or submitted electronically to: [civilservice@findlayohio.com](mailto:civilservice@findlayohio.com). **A completed Civil Service Application and extra percentage credit forms must be received or postmarked no later than 4:30 p.m. on December 13, 2018.** The application filing date will be strictly adhered to. Applications are not accepted via fax.

City of Findlay Police Communications Officers are covered by a labor agreement between the Ohio Patrolmen’s Benevolent Association and the City of Findlay, OH. Beginning wage is approximately \$18.55 per hour, \$18.92 per hour if 911 certified. The City of Findlay is an Equal Opportunity employer. The City of Findlay’s EEOP Short Form is available on request or for viewing on the City website.

**CIVIL SERVICE COMMISSION:**

Charles D. Clapper - Chairman  
John T. Urbanski  
Thomas P. Kemp  
Deidre Ramthun – Clerk

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