

CITY OF ASHTABULA
PART TIME DISPATCHER/CORRECTION OFFICER

The City of Ashtabula is seeking applications for a minimum of one Part Time Dispatcher/Correction Officer in the Ashtabula City Police Department.

Interested persons may apply for the position of part time Dispatcher by filing a written application with Ohio Means Jobs located at 2247 Lake Avenue, Ashtabula, OH 44004 prior to 4:30 p.m. on January 12, 2018. All applicants must possess a valid driver's license, pass a drug screen and background check. A copy of the job description is available upon request of application at Ohio Means Jobs.

The City of Ashtabula is an Equal Opportunity Employer.
James Timonere
Ashtabula City Manager

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Please send billing and proof of publication to:
City of Ashtabula
c/o Dana Pinkert
4717 Main Avenue
Ashtabula, OH 44004

JOB DESCRIPTION

23.0

DISPATCHER/CORRECTIONS OFFICER

Class Title: Dispatcher/Corrections Officer (Part-time)

Department: Police

Rate of Pay: \$10.71 per hour / higher depending upon experience, per payroll ordinance

Hours: As Scheduled

GENERAL PURPOSE:

Performs dispatching duties and jail duties.

Supervision:

Works under the direction of the on-duty supervisor and the General Service Commander.

Supervision Exercised:

None generally

Essential Duties and Responsibilities:

Works assigned shift performing:

1. Receives telephone, radio and calls for service from the general public, employees, agencies, and from other means.
2. Transmits, receives information from and to individuals via the telephone, radio, computers, intercom systems and by other means.
3. Maintains radio/telephone log of activities either it be typed or computer generated.
4. Transmits, receives, enters, removes, and modifies, updates, information into and from the department computer systems.
5. Performs clerical work.
6. Assists callers reporting crimes and other general information regarding police response and coordinates those responses.
7. Operates the agencies E 9-1-1 system, CRIS, LEADS, NCIC systems, entering, receiving, transmitting, removing, updating information as required.
8. Performs deputy clerk duties for the Ashtabula Municipal Court; payment of fines, waivers, executes bonds during non-court hours.
9. Maintains all forms, utilized documents used in the work area.
10. Performs walk-in service for inquiries of police service.
11. Coordinates emergency and non-emergency response of public safety agencies and services.
12. Sells bicycle licenses.
13. Works on assigned shift(s) using own judgment that is not prescribed in policy or rules. Expected to handle difficult situations, persons and emergencies with or without assistance.
14. Performs jail duties, monitors jail and non-jail activities via visually and through television cameras in and outside of the jail and building areas.
15. Processes arrested individuals to include, booking, housing, health care needs,

- observation, feeding, inmate counts and checks.
16. See that the jail is operated according to the Minimum standards for jails in Ohio.
 17. Responsible for the cleanliness of the jail and inmates clothing and bedding articles, etc.

Desired Minimum Qualifications:

1. Must be at least 18 Years of Age.
2. Must possess a valid Ohio driver's license.
3. Must be able to successfully clear a background check showing no felony convictions or convictions for any misdemeanor theft offense, offense of violence or narcotics offense
4. U.S. Citizen or valid work visa
5. Must be able to speak, read and write English language.
6. Must be of good moral character and of temperate and industrious habits.
7. Must be trainable.

Education:

1. High School Graduate or above education.

Necessary Knowledge, skills, abilities:

1. Knowledge of emergency services, principles, techniques and equipment.
2. Knowledge of jail operations.
2. Some skills in operating computers, type writers, office equipment, telephones, radio, etc.
3. Ability to learn and effectively communicate orally and in writing.
4. Ability to establish and maintain effective working relationships with inmates, general public, peers, supervisors, agencies, and governmental officials.
5. Ability to exercise sound judgment in evaluating situations and making decisions.
6. Ability to follow verbal and written instructions.
7. Ability to meet special testing and performance levels as mandated by laws, procedures and mandates by government agencies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position, which include:

1. Ability to sit, stand, walk, talk and hear.
2. Ability to use hands to finger, handle objects, tools or controls.
3. Ability to reach with hands and arms, balance, stoop, kneel, crouch, smell.
4. Ability to lift and or move more than 50 pounds, search inmates with the ability to defend oneself.
5. Vision abilities must include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those that an employee may encounter while performing their duties.

1. Work near electronic and moving machinery.
2. Work in area without natural sunlight.

3. Work different work schedules.
4. May encounter physical attack, verbal insults and insulting gestures while monitoring or physically searching inmates.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.