

EMPLOYMENT OPPORTUNITY

The Mantua Police Department is presently seeking applicants for the following position:

PART TIME DISPATCHER

\$15.00 to \$22.00 per hour based on experience

Critical Skills/Expertise:

- Ability to manage, direct, monitor, and control Police, Fire and EMS personnels' activities
- Demonstrate effective communication skills, both orally and in writing
- Prepare reports identifying problems and entering reports into CAD systems
- Understanding group dynamics, monitors and logs daily routines and activities
- Ability to handle stressful situations while maintaining composure
- Demonstrate leadership skills

Equipment: Employee uses the following equipment: Police, Fire and EMS Radios, computers, printers, copier, fax machine, electronic surveillance system, telephones including 9-1-1 system, computer aid dispatch (CAD) system with integrated paging system, and any other necessary equipment that's used in an office setting.

REQUIREMENTS INCLUDE:

Job Standards: Minimum: High School Diploma or GED and valid Ohio Driver License. Must be able to pass a background check. Ability to work any shift including weekends and holidays.

Applications can be picked up and returned to: The Mantua Police Department, 4650 W. High Street, Mantua Ohio 44255. The Village of Mantua is an Equal Opportunity Employer.