



**RECRUITMENT ANNOUNCEMENT
Post Through July 22, 2011**

**PUBLIC SAFETY DISPATCHER
(Lateral Entry)**

THE POSITION:

The *City of Kettering* is recruiting for experienced *Police and Fire Dispatchers* to fill current and future full-time and part-time vacancies in our joint Police/Fire Dispatch Center. This is a lateral entry process and as such candidates must have demonstrated success as a police, fire or joint public safety dispatcher with a public sector agency. Must be available for any shift assignments required to cover the center's 24-hour operation, including days, evenings, holidays and weekends. May be required to work hours in addition to a normal shift.

REQUIREMENTS:

Applicants must have a minimum of one-year continuous service as a public safety dispatcher occurring within the past two years and successfully completed their probationary period. Candidates must have knowledge of contemporary electronic emergency communications and records equipment in the response to citizens' calls for both emergency and non-emergency assistance. Requires excellent listening and retention skills, clear speaking voice and logical thought process and the ability to work well under pressure and learn the operation of Kettering's center. Must exhibit the ability to remain calm in emergency situations, deal pleasantly with irate and emotional callers, and maintain efficient operations at all times.

COMPENSATION & BENEFITS:

Full-time Public Safety Dispatcher: The salary range is \$21.26/hr. (\$44,221/yr.) to \$27.23/hr. (\$56,638/yr.); entry rate dependent upon qualifications. Benefits include medical care insurance, life insurance, State of Ohio retirement plan, paid holidays, vacation leave and sick leave privileges.

Regular Part-time Public Safety Dispatcher: The pay range is \$21.26 to \$27.23 per hour; entry rate contingent upon applicant's related experience, knowledge and abilities. Benefits include participation in State of Ohio retirement plan, pro-rated paid holiday, vacation and sick leave.

APPLICATIONS:

Applications will be accepted between 8 a.m. and 5 p.m., **Monday, July 11 through Friday, July 22, 2011, ONLY. Obtain application packet from:** Human Resource Department, Kettering Government Center, 3600 Shroyer Rd., Kettering, Ohio 45429, or download required application packet from Human Resource website at www.ketteringoh.org. Materials may be mailed to out-of-town applicants; however, filing deadlines must be met for consideration.

In addition to review of work history, structured evaluation by a joint police and fire interview panel, successful candidates will be subject to background check, polygraph and psychological evaluations.

Equal Opportunity Employer



CITY OF KETTERING

Application for Employment

POSITION: Public Safety Dispatcher (Lateral Entry)

Full-Time _____
Part-Time _____
Temporary _____

BASIC EMPLOYMENT DATA			
A. GENERAL INFORMATION			
Name: _____			
Address: _____			
_____		_____	
City	State	Zip Code	
Phone No. _____		Work Phone No. _____	
Cell/Other _____		E-Mail Address _____	
Social Security No. _____			
Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)			

Criminal Record? Have you ever been convicted of a felony? YES _____ NO _____ (If yes, explain circumstances. —Existence of a criminal record does not constitute an automatic bar to employment.) _____			

Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)			
Operator's _____		Commercial Driver's License _____	
State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____			

B. EDUCATION AND TRAINING

Circle the highest school grade completed.										
<u>High School</u>					<u>College</u>					
9	10	11	12	13	14	15	16	17	18	19 20
Degrees obtained or areas of study: _____										
List any job-related schools attended or vocational training received: _____										

**C. PAST WORK EXPERIENCE
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

**D. REFERENCES
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

CERTIFICATION: I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.

**CITY OF KETTERING
LATERAL ENTRY PUBLIC SAFETY DISPATCHER
WORK/EXPERIENCE QUESTIONNAIRE**

Applicant's Name: _____ Phone: _____

Please print legibly and answer the following questions as completely as possible. You may attach additional pages, or a resume, if you wish.

Check below the position(s) for which you are applying. (You may apply for one or both.)

_____ **Full-time Public Safety Dispatcher** _____ **Part-time Public Safety Dispatcher**

1. This is a lateral entry process and as such, candidates must have a minimum of one (1) year continuous service occurring within the past two years and demonstrated success as a police, fire or joint public safety dispatcher with a public sector agency. Candidates for lateral entry consideration must have successfully completed their probationary period. Do you meet this requirement?
Yes _____ **No** _____

2. How many years of experience have you had as a full-time or part-time Public Safety Dispatcher?

Public Sector Agency	Date of Entry	Date of Separation	Full-time	Part-time

3. Why does the Public Safety Dispatcher position at the City of Kettering interest you?

4. If you are currently employed, please describe your current position, including details of daily jobs and total amount of responsibility.

5. If you are currently employed, please tell us why you are interested in leaving your current position?

6. What were the overall ratings you received in your last 2 performance evaluations? Please indicate the period of time each covered.

7. Have you ever received disciplinary action of record? Please describe.

8. Where did you receive your public safety dispatcher training?

9. Describe your training/experience with computers. _____

10. Please describe below any other experiences, training or education that would make you a good candidate for the position of Public Safety Dispatcher.

11. **If applying for a part-time Public Safety Dispatcher position, please indicate the maximum and minimum hours that you would require for terms of employment.**

Maximum number of hours per week _____ Minimum number of hours per week _____

12. Are you available for assignment to any shifts covering the 24-hour period of operation of the Dispatch Center, including days, evenings, holidays, weekends? Yes _____ No _____

13. Are you willing and able to work occasional overtime? Yes _____ No _____

14. Describe any schedule limitations you may have.

CERTIFICATION: I hereby certify that all the information I have provided on this questionnaire is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any misstatement of facts contained in this questionnaire may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

Equal Opportunity Employer



CITY OF KETTERING

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.

1. Position: <u>Public Safety Dispatcher (Lateral Entry)</u> Full-time _____ Part-time _____ Temporary _____	2. Date of Application: _____ / _____ / <u>2011</u> mo. day year
3. Race or Ethnic Origin: White _____ Black _____ Hispanic _____ Asian _____ American Indian _____ Other _____	4. Sex: M _____ F _____

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

PLEASE RETURN TO:

City of Kettering
Human Resource Department
3600 Shroyer Road, Kettering, OH 45429
FAX: 937-296-3371