

DISPATCHER – CITY OF STRONGSVILLE, OHIO
GENERAL INFORMATION:
Dispatcher Exam – Saturday, August 17, 2019 – 9:00 a.m.
To be held at Strongsville Rec Center
18100 Royalton Road, Strongsville, Ohio 44136

1. All applications for examination must be made on the application form furnished by the Civil Service Commission. Applications can be picked up beginning Monday, July 8, 2019 from the City of Strongsville, 16099 Foltz Parkway, Strongsville, Ohio 44149 (applications available Monday thru Friday 8:00 a.m. to 4:30 p.m. with the Civil Service Secretary and in the Human Resources Department). Applications may also be downloaded from the City website: www.strongsville.org. beginning July 8, 2019. **Completed applications must be returned in person to the Civil Service Secretary or the Human Resources Department located at 16099 Foltz Parkway, Strongsville, Ohio 44149 between the hours of 8:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 4:30 p.m. Monday through Friday, no later than Friday, August 9, 2019. Only the first one hundred (150) applicants to properly complete and return his or her application to the City will be eligible to sit for the examination.**

Applications cannot be mailed, nor do we accept completed applications returned by email or fax.

2. A filing Fee of **\$25.00** must accompany the completed application. The filing fee is **NON-REFUNDABLE** and can be paid by Cash, Credit Card, Cashier Check, Personal Check, or Money Order made payable to the City of Strongsville.
3. Each applicant must be at least 18 years of age on or before the date of the examination.
4. Each applicant must be a high school graduate or GED and must present his/her high school diploma or GED certificate to the City of Strongsville Human Resources Department at the time that the application is returned. The diploma or GED certificate will be copied and returned to the applicant.
5. Each applicant must present his/her driver's license – a copy will be made and returned to the applicant.
6. If there are any questions not answered, please contact the Civil Service Secretary at 440/580-3166.

TESTING

The testing shall be the Dispatcher Skills Test, consisting of an audio test, and a written examination. The written examination shall be based on a 100 point system. A score of at least seventy (70%) on the written examination is required in order to pass the examination. Every individual who has completed at least three (3) months of service as a dispatcher with the City of Strongsville Emergency Dispatch Center before the date of the written examination and passes the written examination shall receive ten (10) points of extra credit added to that individual's grade on the examination.

Before being appointed, the selected candidate(s) must pass an extensive background investigation as well as a medical and drug screening.

The selected candidate(s) must successfully complete an interview process prior to appointment.

After hiring, applicants must pass tests mandated by the State of Ohio and/or LEADS/NCIC, and must successfully complete an Emergency Medical Dispatch (EMD) course for certification, and must maintain the certification, and must also complete dispatching instructional courses, and an on-the-job training program.

Shift rotation, work on holidays and rotating days off are standard and required for this position.

David R. Knowles, Chairman, Civil Service Commission
City of Strongsville is an Equal Opportunity Employer