

SAFETY FORCES DISPATCHER

Public notice is hereby given of an open competitive examination to establish an eligible list for the position of Safety Forces Dispatcher in the City of Parma.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Parma Civil Service Commission. Your application must be filled out and filed with the Commission by Monday March 19, 2018 by 4:30 p.m. **There is a \$15.00 non refundable fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma –NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Wednesday March 21, 2018.
PLACE: Parma Senior High School, Red Rees Room 5311 Longwood, Parma, Ohio.
Lot located off Longwood Avenue.

TYPE OF EXAM This is a two part exam. The written/audio exam is a multiple choice exam: passing point of 70% will be used. 911 simulation exam is strictly pass/fail. **Candidates will be placed on the eligible list conditional to passing ALL parts of the testing process.**

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

EXPERIENCE: See Job Description.
CITIZENSHIP: Must be a United States citizen or be in the United States legally.
SECURITY: Job offer conditional to passing Bureau of Criminal Investigation (BCI) and local background check. Candidate will be required to pass polygraph exam.
SALARY: Step 1 \$37,571.60; Step 2 \$39,345.32; Step 3 \$41,357.69; Step 4 \$43,326.13; Step 5 \$45,434.16
NOTE:

EXTRA CREDIT

VETERAN'S CREDIT Veterans providing COPY OF HONORABLE OR UNDER HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing their application shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written/audio exam.

EDUCATION CREDIT Candidates providing a COPY OF BACHELOR DEGREE FROM AN ACCREDITED COLLEGE shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the exams.
Candidates providing a COPY OF ASSOCIATE DEGREE FROM AN ACCREDITED COLLEGE shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the exams.

DISPATCHER A **20%** bonus will be added to an Applicant's score from the written exam for an Applicant who has been employed for 4 or more years as a Safety Forces Dispatcher (full or part-time), with at least 60 days of said employment having been within the 12 months immediately prior to March 21, 2018, provided they receive a passing grade of 70% or better on the exams. However, no bonus will be awarded for any Applicant who was discharged for cause from a position as a Safety Forces Dispatcher.
A **10%** bonus will be added to an Applicant's score from the written exam for an Applicant who has been employed for 2 or 3 years as a Safety Forces Dispatcher (full or part-time), with at least 60 days of said employment having been within the 12 months prior to March 21, 2018, provided they receive a passing grade of 70% or better on exams. However, no bonus will be awarded for any Applicant who was discharged for cause from a position as a Safety Forces Dispatcher.

Candidates providing a copy of **Emergency Medical Dispatcher certification** shall receive an additional **5%** of their score provided they receive a passing grade of 70% or better on the exams.

Candidates providing a copy of **911 certification** shall receive an additional **5%** of their score provided they receive a passing grade of 70% or better on the exams.

**THE MAXIMUM NOT ACCUMULTIVE TOTAL CREDIT SHALL BE 20% OF A CANDIDATE'S
PASSING SCORE**

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office - 440-885-8060.

By order of the Parma Civil Service Commission
John L. Thomas, Jr., Chairman
Timothy Boyko
Daniel Hoffman
An Equal Opportunity Employer