



**City of Sidney
Job Posting**

Job Title	Part Time Communications Technician
Department:	<u>Sidney Police Department</u>
Supervisor	Police Captain
Hours of Work	Varies
Pay Scale	\$16.46 – 21.33

Job Description Summary:

Nature and Scope:

Under general supervision, the part time Communications Technician is responsible for receiving and dispatching incoming calls or in-person requests for police, fire and rescue services. The Communications Center is a 24-hour, seven (7) day a week, public safety communications facility staffed by regular full time and part time Technicians.

Major responsibilities include: receive telephone calls and transmit information by radio or telephone and take incoming messages, enter data in the CAD System and NCIC/LEADS System and maintain communications with all field public safety units, monitor alarm board status, receive court bonds, parking ticket fines and account for monies collected, quickly and effectively communicate information to emergency personnel at the scene of an incident.

Job Requirements:

- High School Diploma or GED equivalent
- Pass a Polygraph test, background check, psychological assessment and drug screen
- Ability to secure required CPR and LEADS certifications
- Successfully complete basic public safety, emergency medical and fire service dispatch courses during the first six month's of probation
- Must have good clerical skills and ability to remain calm while responding to emergency situations
- Must become and maintain Shelby County residency (or adjacent county) within one year from the date of hire

To apply: Submit an application to the Receptionist, Municipal Building, 201 W. Poplar St, Sidney, OH 45365