



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: Ongoing

COMMUNICATION TECHNICIANS - POLICE DEPARTMENT

FULL-TIME \$48,383.80/Annually

PART-TIME \$18.39 - \$28.70/hr. DOQ

WORK DESCRIPTION:

Responsibilities include processing 9-1-1 emergency calls, determining priorities, providing emergency medical pre-arrival instructions and dispatching emergency units. Work entails exercising judgment in coordinating responses to situations which may affect the lives and safety of the public, and police and fire personnel. Work relies heavily on the use of complex computer and technical equipment. Customer service and multi-tasking skills are a must.

REQUIREMENTS:

High school graduation or GED. **No prior experience necessary, extensive training provided.** Must be able to work rotating shifts, weekends and holidays. Must pass Critical 911 Pre-Employment test and background investigation.

Applications will be accepted until this position is filled.

Please visit www.cityofmentor.com/employment to apply online. Employment applications are also available in the HR Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status. EOE/ADA