



CITY OF LORAIN CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

OPPORTUNITY FOR EMPLOYMENT
DATE OF ISSUE: JULY 12, 2018
THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES
AN ENTRY LEVEL EXAMINATION (TEST # 18-11)

CLASSIFICATION TITLE:

SALARY RANGE:

Telecommunicator / Information Officer
LORAIN POLICE DEPARTMENT

Non Leads Certified \$ 15.07 to 17.39 / hr
Leads Certified \$ 15.57 to 17.89 / hr

FILING OF APPLICATION

Application must be made on the regular application forms available in the office of the Lorain Civil Service Commission, 7th floor, Lorain City Hall, 200 West Erie Avenue Lorain, Ohio, 44052. Applications are also available online at www.cityoflorain.org under Civil Service Department and then Job Application and follow the 4-step instructions. Applications are available beginning Monday, July 16, 2018 through **Friday, August 3, 2018** between the hours of 9:00 a.m. and 4:30 p.m. The office is closed on holidays and everyday from approximately 12:00-1:00 p.m. **APPLICATIONS WILL ONLY BE ACCEPTED BY APPLICANT OR THEIR REPRESENTATIVE IN PERSON. PLEASE DO NOT FAX OR MAIL!**

EXAMINATION

WRITTEN EXAM:

DATE/TIME:

Tuesday, August 7, 2018 at 6:00 p.m.

PLACE:

Lorain High School Cafeteria
2600 Ashland Ave., Lorain, Ohio 44052
Parking on **WEST** side of building marked **Athletic Entrance**

SCOPE:

The examination will test the following areas:
reading comprehension; ability to learn and apply
information; reasoning ability; ability to use
situational judgment.

TYPING EXAM:

Those passing the written exam will take a typing test at:

Lorain High School Media Center/Library Room A206
2600 Ashland Avenue, Lorain, Ohio 44052
Tuesday, August 14, 2018 at 6:00 p.m.
Testing times will be individually scheduled.

SCOPE:

Candidates will enter data on the computer. The data which is entered consists of simulated 911 calls. After the call, data is entered into specific cells on the computer screen simulating a dispatcher's screen. These calls are played for the candidate to hear and then enter on the screen.

Applicant must take and pass the written examination with at least a 70% to be eligible for the typing examination. The typing exam is a job simulation typing exercise. Candidates will receive a practice exercise and several additional exercises. Applicant must take and pass typing test with 70%. A passing written score will count as 70% of the total grade and a passing typing score will count as 30% of the total grade. The final typing test times will be scheduled individually after the written test scores are computed.

ELIGIBILITY

To be eligible for the position under this examination, applicants must be United States citizens or have legally declared their intentions of becoming one. Applicants must possess and show at time of application a valid driver's license. All applicants must possess a High School Diploma or GED and be at least 21 years of age upon the establishment of the eligibility list. Upon consideration for the position, applicants must successfully complete a screening process to include a polygraph examination, background investigation, psychological examination, drug testing and an audio /visual examination.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, disability or any other non-merit factor.

RATING

Upon passing, your name will be placed on a list of eligibles for this position. Upon passing (20%) twenty percent veteran's credit will be awarded to applicants who show certified proof of Honorable Discharge (or discharge under Honorable conditions) pursuant to state law and the rules of the Lorain Civil Service Commission; a member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who

successfully completes the member's initial entry-level training shall receive a credit of (15%) fifteen percent of the person's total grade given in the examination (in which the person receives a passing grade) and must also show certified proof of Honorable Discharge or discharge under Honorable conditions.

NEW**

Effective June 7, 2017 additional credit shall be added to passing scores of applicants' entry level examinations by the Lorain Civil Service Commission as provided in subsections 5.7 (b)(3) (a-c) herein below:

- (a) Bachelor Degree, Masters Degree or Doctorate degree **from a college or university accredited by one of the six (6) major regional accrediting bodies within the United States (ie., MSA, NEASC, NCA, NAC, SACS or WACS)** - Ten percent (10%) of exam score on ALL entry level examinations
- (b) Associates Degree **from a college or university by one of the six (6) major regional accrediting bodies within the United States (ie., MSA, NEASC, NCA, NAC, SACS or WACS)** - Five percent (5%) of exam score on ALL entry level examinations
- (c) Resident of City of Lorain for minimum of one year immediately preceding examination **(must provide driver's license and utility or cable bill)** - Five percent (5%) of exam score on ALL entry level examinations

DUTIES

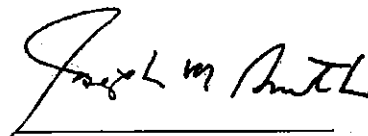
Operates local, state and federal automated computer systems, provides assistance to citizens calling or coming to the Police Station, performs filing of police reports and documents, performs searches of prisoners of the same sex, operates the police communications system and performs other duties of Telecommunicator/Information Officers as required. Employee is subject to all rules, regulations and procedures of the Lorain Police Department.

EMPLOYEE WILL WORK SHIFTS. (6:00 a.m. to 2:00 p.m.; 2:00 p.m. to 10:00 p.m. or 10:00 p.m. to 6:00 a.m.)

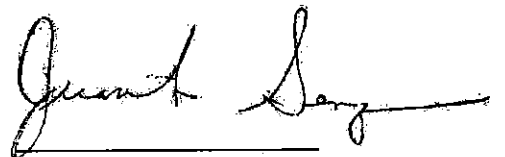
BY ORDER OF THE LORAIN CIVIL SERVICE COMMISSION:



**VICTOR TAKACS
PRESIDENT**



**JOSEPH SMITH
VICE PRESIDENT**



**JUANITA SENQUIZ
SECRETARY**

EQUAL OPPORTUNITY EMPLOYER