



**CITY OF AVON LAKE, OHIO
CIVIL SERVICE EXAMINATION
FOR THE POSITION OF
DISPATCHER/RECORDS CLERK - POLICE DEPARTMENT**

General Requirements:

- Citizen of the United States.
- Valid Ohio Driver's License.
- High school graduate or equivalent.
- Must successfully pass written exam, with a minimum score of 70 percent, medical, polygraph, and psychological examinations.
- Be successful in a criminal background investigation.
- Ability to perform essential job functions.

Obtained after employment:

- NCIC/LEADS/CCH Certification; must renew certification according to schedule established by certifying authority.
- Public Safety Telecommunications Best Practices for Missing and Abducted Children (or equivalent).
- NIMS: IS-100 and IS-700;
- Notary Public; Emergency Medical Dispatch Certification (*optional*).
- Must be able to obtain and maintain CPR/AED certification through American Red Cross (or equivalent), per City policy.

General Information:

Applications, the job description, and details of the position are available for pickup at the Avon Lake Municipal Building, 150 Avon Belden Road, 1st Floor, between 8:00 a.m. and 4:30 p.m. beginning on Monday, August 7, 2023. **Completed Applications must be returned by 4:30 p.m. on Friday, September 15, 2023.**

A Written Exam will be given at Avon Lake High School, Room 114, 175 Avon Belden Road, Avon Lake on September 21, 2023, promptly at 6:00 p.m. Registration begins at 5:30 p.m. A photo ID is required for entrance to the assessment. **No one will be admitted to the test site after the exam has begun. In the case of a tie score, the application returned the earliest will receive the higher ranking.**

Additional Credit for Military Service

In accordance with Avon Lake Civil Service Rule 9(B), Veterans who qualify for Military Service Credit may receive either 5 or 10 points added to the final passing score of their civil service examination. In order to qualify for the credit, **candidates must submit the required documentation at time of application and not later than date of exam.** Required documentation shall be any official documentation from a branch of the U.S. Armed Forces (e.g. DD214 Member 4 Copy) and/or the U.S. Department of Veterans Affairs that identifies:

- a. Branch of service
- b. Dates of service
- c. Total amount of active service
- d. Character of service (e.g., honorable, under honorable conditions, general)
- (And as Applicable)**
- e. The present existence of a compensable service-connected disability of 30 percent or more.

The twenty-five dollar (\$25.00) non-refundable filing fee is required when the application is returned. Said fee shall be in the form of cash or personal check payable to the City of Avon Lake.

THE CITY OF AVON LAKE IS AN EQUAL OPPORTUNITY EMPLOYER