

North Canton Civil Service Commission  
Radio Dispatcher  
Examination Notice  
Thursday, July 2, 2015 at 6:00 p.m.

The North Canton Civil Service Commission will conduct an open examination for the position of Radio Dispatcher for the North Canton Police Department on Thursday, July 2, 2015 at 6:00 p.m. at the North Canton Civic Center, 845 West Maple Street, North Canton, Ohio.

General application requirements are:

- a. At least 18 years of age on or prior to date of examination
- b. Citizen of United States
- c. Ability to type a minimum of 40 words per minute
- d. Excellent verbal and written communication skills. Ability to speak and hear clearly and concisely over the radio and telephone. Prioritization skills and be multi-task oriented. Keyboard skills. Must undergo and pass a background investigation.

Applicants who wish to take the examination for radio dispatcher must file an application and register in person at the Civil Service Commission Office, North Canton City Hall, 145 North Main Street, North Canton, OH. **Registration opens Tuesday, June 2, 2015 and Thursday, June 4, 2015 from 8:00am thru 4:00pm, Wednesday, June 3, 2015 and Friday, June 5, 2015 from 8:00am to 6:00pm. Then Monday, June 8, 2015, Tuesday, June 9, 2015 and Thursday, June 11, 2015 from 8:00am thru 4:00pm and Wednesday, June 10, 2015 and Friday, June 12, 2015 from 8:00am thru 6:00pm. Registrations will not be accepted after the June 12, 2015 at 6:00pm deadline.**

1. Copy of birth certificate
2. Copy of high school diploma (or equivalency certificate)
3. Valid Continental US driver's license

A \$20.00 registration fee shall be paid at the time of registration. This is a general knowledge examination. The passing grade for this examination is 70%.

The administration does reserve the right to include psychological, physical and polygraph testing as part of the process for filling the position of Radio Dispatcher.

The starting salary for the position of Radio Dispatcher is \$16.99 per hour, and, as a full time employee, a radio dispatcher is eligible to receive the following benefits: life insurance, major medical and hospitalization insurance, prescription drug, dental and optical insurance, uniform allowance, eleven paid holidays, two personal days allowance, sick leave benefits, paid vacation allowance, and shift differential allowance.

In order to be eligible for extra credit percentage points to your passing grade, the following must also be provided prior to the test:

1. U.S. Military Service: proof of active duty (DD214); National Guard who have served a minimum of one (1) year of continuous active duty or one (1) year in a designated combat zone for which Imminent Danger Pay (combat pay) was authorized and upon proof of said service
2. Accredited College credit: official transcript or diploma

Not more than a total of twenty (20%) percent of the passing grade shall be allowed in extra percentage points for 1 and 2 above.

3. An additional forty (40%) percent of the passing grade shall be granted to an applicant who has been employed for one (1) year or more of continuous service in the North Canton Police Department as a part-time Radio Dispatcher, with OPOTC and who is so employed at the time of registration for any regular entrance examination and, being otherwise eligible, has received a passing grade.
4. An additional twenty (20%) percent of the passing grade shall be granted to an applicant who has been employed for one (1) year or more of continuous service in the North Canton Police Department as a part-time Radio Dispatcher and who is so employed at the time of registration for any regular entrance examination and, being otherwise eligible, has received a passing grade.

Not more than a total of forty (40%) percent of the passing grade shall be allowed in extra credit percentage points for part-time Radio Dispatcher in the North Canton Police Department for 1, 2, 3 and 4.