

CITY OF ASHTABULA  
PART-TIME DISPATCHER POSITION  
AVAILABLE

The City of Ashtabula is seeking applications for Part-Time Dispatcher in the Ashtabula City Police Department.

Interested persons may apply for the position of part time Dispatcher by filing a written application with Ohio Means Jobs located at 2247 Lake Avenue, Ashtabula, OH 44004 prior to 4:00 p.m. on January 31, 2025. All applicants must have a valid driver's license; pass a drug screen, physical, and background check. A copy of the job description is available upon request of application at Ohio Means Jobs.

The City of Ashtabula is an Equal Opportunity Employer.  
James Timonere  
Ashtabula City Manager

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Publish: January 20, 2025 and January 27, 2025

Please send billing and proof of publication to:  
City of Ashtabula  
Finance Director  
4717 Main Avenue  
Ashtabula, OH 44004

**JOB DESCRIPTION**  
**23.0**  
**DISPATCHER-CORRECTIONS OFFICER**  
**PART-TIME**

Class Title: Dispatcher-Corrections Officer

Department: Police

Rate of Pay: \$12.25 - \$16.90 (contingent on experience)

Hours: As Scheduled

**GENERAL PURPOSE**

Performs police dispatch and jail duties.

Supervision

Works under the direction of the on-duty Supervisor and General Service Commander.

Supervision Exercised

None generally

Essential Duties and Responsibilities

Works assigned shift performing:

1. Receives telephone, radio and calls for service from the general public, employees, agencies, and from other means.
2. Transmits, receives information from and to individuals via the telephone, radio, computers, intercom systems and by other means.
3. Maintains radio/telephone log of activities either it be typed or computer generated.
4. Transmits, receives, enters, removes, and modifies, updates, information into and from the department computer systems.
5. Performs clerical work.
6. Assists callers reporting crimes and other general information regarding police response and coordinates those responses.
7. Operates the agencies E 9-1-1 system, CRIS, LEADS, NCIC systems, entering, receiving, transmitting, removing, updating information as required.
8. Performs deputy clerk duties for the Ashtabula Municipal Court; payment of fines, waivers, executes bonds during non-court hours.
9. Maintains all forms, utilized documents used in the work area.
10. Coordinates emergency and non-emergency response of public safety agencies and services.
11. Performs walk-in service for inquiries of police service.
12. Sells bicycle licenses.
13. Works on assigned shift(s) using own judgment that is not prescribed in policy or rules. Expected to handle difficult situations, persons and emergencies with or without assistance.
14. Maintains radio, teletypes, E 9-1-1 system, computer systems and availability while on duty.
15. Carries out duties in conformance with Federal, State, and Local laws, policies, procedures, rules, and mandates.

16. Undertakes community-policing initiatives in solving problems with the general public and from other means by referral, etc.
17. Performs jail matron duties when requested, monitors jail and non-jail activities via visually and through television cameras in and outside of the jail and building areas.
18. Jail duties as outlined in the Ashtabula Jail manual and rules and or mandates prescribed by the Ohio Department of Corrections. See 1-10-14 Jail Duty Officer/Corrections Officer-jail manual section and prescribed elsewhere within the manual and by department rules and regulations.
19. Processes arrested individuals to include, booking, housing, health care needs, observations, feeding, inmate counts and checks.
20. See the jail is operated according to the minimum standards for jails in Ohio.
21. Responsible for the cleanliness of the jail and inmates clothing and bedding articles, etc.

### Peripheral Duties

Maintains work area, documents equipment, services, supplies, etc.

### Desired Minimum Qualifications

1. Must possess a valid Ohio Drivers License
2. No felony or serious disqualifying misdemeanor convictions
3. U.S. Citizen
4. Must be able to read and write the English language.
5. Must be of good moral character and of temperate and industrious habits.
6. Must be trainable.

### Education and Experience

1. High School Graduate or above education

### Necessary Knowledge, skills and abilities

1. Knowledge of emergency services, principles, procedures, techniques and equipment.
2. Some skills in operating type writers, office equipment, computers, telephones, radio, etc.
3. Ability to learn and effectively communicate orally and in writing.
4. Ability to establish and maintain effective working relationships with peers, supervisor, agencies, the general public and governmental officials.
5. Ability to exercise sound judgment in evaluating situations and making decisions.
6. Ability to follow verbal and written instructions.
7. Ability to meet special testing and performance levels as mandated by laws, procedures and mandates by government agencies.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job are:

1. Required to sit, talk, stand, walk and hear.
2. Required to use hands to finger, handle or feel objects, tools or controls,
3. Reach with hands and arms, balance, stoop, kneel, crouch, smell.
4. Employee occasionally may have to lift and or move more than 50 pounds, search inmates with the ability to defend ones-self.
5. Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those that an employee may encounter while performing their duties:

1. Working near electronic and moving machinery.
2. Work in area without natural sunlight.
3. Work under extreme pressure due to multitude of tasks to be performed at one time.
4. Work different working schedules.
5. Work overtime when needed.
6. May encounter physical attack, verbal insults and gestures while monitoring or physically searching inmates when required to do so.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



**City of Ashtabula**  
 4250 Lake Avenue  
 Ashtabula, Ohio 44004

**APPLICATION FOR EMPLOYMENT**  
 (PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE <b>CITY OF ASHTABULA</b> ? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____ IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE <b>CITY OF ASHTABULA</b> ? YES _____ NO _____ IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

**EDUCATION**

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. \_\_\_\_\_

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE GIVE DATES AND EXPLANATION: \_\_\_\_\_

## EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? \_\_\_\_\_

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN. \_\_\_\_\_

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1.	FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:		
DESCRIPTION OF DUTIES:					
2.	FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:		
DESCRIPTION OF DUTIES:					
3.	FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:		
DESCRIPTION OF DUTIES:					

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

**REFERENCES** (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

## APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

**THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

**The City of Ashtabula is a Drug and Tobacco Free Workplace**