



**Ashtabula  
County**

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# ACCEPTING RESUMES

<b>Position:</b>	<b>Dispatcher/Corrections Officer</b> <b>OhioMeansJobs Post # 3548936</b>
<b>Job Description:</b>	<p><b>Job Description:</b></p> <p>Works assigned shift performing:</p> <ol style="list-style-type: none"> <li>1. Receives telephone, radio and calls for service from the general public, employees, agencies, and from other means. Transmits, receives information from and to individuals via the telephone, radio, computers, intercom systems and by other means.</li> <li>3. Maintains radio/telephone log of activities either it be typed or computer generated.</li> <li>4. Transmits, receives, enters, removes, and modifies, updates, information into and from the department computer sys.</li> <li>5. Performs clerical work.</li> <li>6. Assists callers reporting crimes and other general information regarding police response and coordinates those responses.</li> <li>7. Operates the agencies E 9-1-1 system, CRIS, LEADS, NCIC systems, entering, receiving, transmitting, removing, updating information as required.</li> <li>8. Performs deputy clerk duties for the Ashtabula Municipal Court; payment of fines, waivers, executes bonds during non-court hours.</li> <li>9. Maintains all forms, utilized documents used in the work area.</li> <li>10. Performs walk-in service for inquiries of police service.</li> <li>11. Coordinates emergency and non-emergency response of public safety agencies and services.</li> <li>12. Sells bicycle licenses.</li> <li>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.</li> <li>14. Performs jail duties, monitors jail and non-jail activities via visually and through television cameras in and outside of the jail and building areas.</li> <li>15. Processes arrested individuals to include, booking, housing, health care needs, observation, feeding, inmate counts and checks.</li> <li>16. See that the jail is operated according to the Minimum standards for jails in Ohio.</li> <li>17. Responsible for the cleanliness of the jail and inmates clothing and beading articles, etc.</li> </ol> <p><b>Company/Location:</b> City of Ashtabula 4717 Main Ave. Ashtabula, OH. 44004</p> <p><b>Hours/Salary:</b> Part-time / \$10.71 per hour / higher depending upon experience, per payroll ord.</p> <p><b>Prior to Hire Requirements:</b> Background check, Drug Screen, Driver's License</p>
<b>Desired Skills:</b>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Must be at least 18 Years of Age.</li> <li>2. Must possess a valid Ohio driver's license.</li> <li>3. Must be able to successfully clear a background check showing no felony convictions or convictions for any misdemeanor theft offense, offense of violence or narcotics offense</li> <li>4. U.S. Citizen or valid work visa</li> <li>5. Must be able to speak, read and write English language.</li> <li>6. Must be of good moral character and of temperate and industrious habits.</li> <li>7. Must be trainable.</li> </ol>
<b>How to apply:</b>	<p><b>**Applicants will need to apply in person prior to 4:30p.m. on 1/12/18**</b></p> <p>Ohio Means Jobs Ashtabula County 2247 Lake Ave. Ashtabula, OH. 44004</p>
<b>Open:</b> <b>1/5/18</b> <b>Close:</b> <b>1/12/18</b>	<p><b>Thank you and best of luck</b>  <b>OhioMeansJobs Ashtabula County</b>  <b>Phone: 440-994-1234</b></p> <p><a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a></p>