

ACCEPTING RESUMES

Position:	Dispatcher/Corrections Officer OhioMeansJobs Post# 262644487
Job Description:	<p>The City of Ashtabula is hiring a Full Time Dispatcher/ Corrections Officer</p> <p>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. Maintains radio/telephone log of activities either it be typed or computer generated. Transmits, receives, enters, removes, and modifies, updates, information into and from the department computer systems. Performs clerical work. Assists callers reporting crimes and other general information regarding police response and coordinates those responses. Operates the agencies E 9-1-1 system, CRIS, LEADS, NCIC systems, entering, receiving, transmitting, removing, updating information as required. Performs deputy clerk duties for the Ashtabula Municipal Court; payment of fines, waivers, executes bonds during non-court hours. Coordinates emergency and non-emergency response of public safety agencies and services. Performs walk-in service for inquiries of police service. Sells bicycle licenses. 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. Maintains radio, teletypes, E 9-1-1 system, computer systems and availability while on duty. Carries out duties in conformance with Federal, State, and Local laws, policies, procedures, rules, and mandates. Performs jail matron duties when requested. 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. Processes arrested individuals to include, booking, housing, health care needs, observations, feeding, inmate counts and checks.</p> <p>Full Time \$19.75 Per Hour</p>
Desired Skills:	<p>Must be at least 18 Years of Age. Must possess a valid Ohio driver's license. Must be able to successfully clear a background. Must be able to speak, read and write English language. Must be of good moral character and of temperate and industrious habits. Knowledge of emergency services, principles, techniques and equipment. Knowledge of jail operations. Some skills in operating computers, type writers, office equipment, telephones, radio, etc. Ability to learn and effectively communicate orally and in writing. Ability to establish and maintain effective working relationships with inmates, general public, peers, supervisors, agencies, and governmental officials. High School Graduate or above education.</p>
How to apply:	<p>Interested applicants may apply at:</p> <p>OhioMeansJobs Ashtabula County 2247 Lake, Ave. Ashtabula, OH 44004</p>
OPEN DATE 9/20/2023 CLOSE DATE 9/29/2023	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p>Like us on facebook Follow us on twitter</p>