



JOB POSTING COVER SHEET

CLASS TITLE: Special Police Officer/Switchboard Operator (Part-time)

POST ON BOARDS: February 6, 2017

DATE EMAILED TO DEPARTMENTS: February 6, 2017

TIME EMAILED TO DEPARTMENTS: 3:30 PM

DATE TO REMOVE POSTING: Open until filled.

APPLICANTS: Open to all.



INTEROFFICE MEMORANDUM

PLEASE POST
ALL 2/6/17

TO: All Department/Division Heads
FROM: Human Resources
DATE: February 6, 2017
SUBJECT: JOB OPPORTUNITY

Special Police Officer/Switchboard Operator (Part-time)

\$16.00 per hour (up to 25 hours per week)

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Valid Ohio Driver's License; State of Ohio Peace Officer Certification; High school diploma required; Successful completion of basic law enforcement officers training program prescribed by the State of Ohio. Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area. Position is a non-civil service, part-time position approximately 15-25 hours per week, based on employee's availability. Times are flexible and may be traded with other employees in the same class, with maximum allowed hours of 25 per week. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Open until filled.**

The City of Painesville is a drug and alcohol free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE www.painesville.com. A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Special Police Officer/Switchboard Operator (Part-time) 1019CH

Department: Police Department **Date:** 1/11/17

Pay Class: Unclassified **Exempt / Non-exempt:** Non-exempt

General Purpose for Job: Performs a wide variety of law enforcement duties including preserving the public peace and providing security for Painesville City Hall and may take part in various police events. Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Greet visitors to Painesville City Hall. Warn violators of infractions for carrying forbidden articles or weapons. Refuse entry into the building as necessary.
- Direct visitors to proper departments within city hall.
- Use effective communication skills with visitors and call for law enforcement assistance when needed by way of radio or phone.
- Provide direction, information, and assistance to the public regarding services provided by Painesville City Hall.
- Monitor city hall for irregularities such as safety or fire hazards, vandalism, loiterers or persons disturbing the peace or engaged in criminal acts.
- Operates a telephone switchboard in answering incoming calls for all city offices; trains relief operators.
- Greets, refers, directs, and informs the general public.
- Answers phones and directs calls to proper departments.
- Perform related work as required.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: High school diploma; Successful completion of basic law enforcement officers training program prescribed by the State of Ohio.

Experience:

A different combination of education and experience may be acceptable if deemed equivalent

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- Appropriate methods needed to operate equipment used to screen entry and properly identify prohibited items
- Safe weapon handling practices and procedures, laws of arrest and search and seizure.
- Laws of arrest / detaining

Skill and Ability to:

- Appear for scheduled work, work independently and complete assigned tasks within a reasonable amount of time.
- Tactfully, impartially, and effectively interact with people to gain their cooperation in the screening process.
- Communicate effectively with a diverse population from various socio-economic backgrounds in emotional and confrontational situations.
- Direct the public during unusual occurrences such as fire alarms, power outages, public demonstrations, and other emergencies.
- Quickly comprehend and carry out written and verbal instructions.
- Remain calm under stressful and emergency situations.
- Establish, maintain, and foster a positive and harmonious working relationship with those contacted in the course of work.
- Meet such physical requirements as may be established by competent authority.
- Skill in the use of firearms and such other regular and special equipment as may be assigned.

License or Certification Required: Valid Ohio Drivers License; State of Ohio Peace Officer Certification; Successful completion of basic law enforcement officers training program prescribed by the State of Ohio.

Physical Demands:

Scheduling Demands and Constraints: Position is a non-civil service, part-time position approximately 15-25 hours per week, based on employee's availability. Times are flexible and may be traded with other employees in the same class, with a maximum allowed hours of 25 per week.