



**THE CITY OF SHEFFIELD LAKE, OHIO**  
**IS NOW HIRING A FULL-TIME DISPATCHER**



**The Sheffield Lake Police Department is accepting applications for the position of Full-Time Dispatcher. Applications can be picked up at the Sheffield Lake Police Department, 609 Harris Rd, Sheffield Lake, Ohio, 44054.**

**Previous experience as a Police Dispatcher with a LEADS Certification is preferred, however not a requirement.**

**Job Summary: Dispatchers operate communication systems utilizing radio, telephone and computer equipment to receive 911 emergency and routine calls requesting Police services. These individuals prioritize emergency calls under direction to ensure that calls of a more urgent nature receive priority over other calls; maintain records of activities in response to service requests; and provide information to the public. Perform related work as required.**

**An application packet can also be obtained by visiting:**

**<https://www.sheffieldlake.net/wp-content/uploads/2010/03/Employment-application.pdf>**

**Applications must be returned to the Sheffield Lake Police Department no later than July 31<sup>st</sup>, 2018.**

**ELIGIBILITY REQUIREMENTS:**

- **United States Citizen**
- **High School Diploma or Equivalent**
- **Possess a valid driver's license**
- **Pass a comprehensive background check**
- **Ability to work rotating shifts (NOTE: Working on holidays and rotating days off are standard and required for this position)**

**BENEFITS INCLUDE:**

- **2018 starting salary of \$39,455.01 (\$18.97/hr)**
- **Yearly uniform allowance**
- **Generous sick leave and vacation**
- **Access to fitness center on site**
- **Comprehensive health-care package**

Sheffield Lake Police Department – 609 Harris Rd.  
Sheffield Lake, OH, 44054 – (440)-949-7131  
The City of Sheffield Lake is an equal opportunity employer