



# City of Canfield

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CANFIELD, OHIO 44406-1416

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www.ci.canfield.oh.us



## CANFIELD POLICE DEPARTMENT

### CIVIL SERVICE JOB OPPORTUNITY

#### ENTRY LEVEL OR LATERAL (FULL TIME) DISPATCHER

### Starting Salary Range:

**2025- \$53,592 - \$67,096**

**2026- \$56,192 - \$70,373**

#### TOP OUT PAY RATE IN JUST THREE YEARS

**ABOVE SALARY INCLUDES: HOLIDAY PAY, UNIFORM ALLOWANCE, FITNESS AND SICK BONUS, AND DISPATCHER PERFORMANCE OBJECTIVES**

Position includes health insurance (HRA/HSA available) and many other incentives

*Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.*

#### **Minimum Qualifications:**

Must have a high school diploma from an accredited institution. Possession of a valid State of Ohio driver's license is required. Must be at least 18 years of age, a United States citizen, have sufficient manual dexterity to operate a computer terminal and typewriter, must speak, read and write the English language, and must be able to write legibly and speak with clear diction. Hearing must be within normal or corrected to normal limits as determined in the general physical exam.

There will be no civil service test. Applications will be certified by Canfield Civil Service Commission. Approved candidates shall pass a standard general physical exam, eye exam, psychological exam, drug screen, a computerized voice stress analysis (C.V.S.A.), successfully pass a standard background investigation (including driving record) and such other qualifications as may be required by the City Manager.

#### **How to Apply:**

Applications obtained online at [pd.canfield.gov/employment](http://pd.canfield.gov/employment) or at City of Canfield Police Department, 104 Lisbon St., Canfield, Ohio 44406. Notarized completed applications must be returned in person to the City of Canfield Police Department. Applications can be notarized when submitted. Qualified candidates will be notified of their eligibility to participate in the hiring process.

*The City of Canfield is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Canfield does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*

**Date Posted: 03/21/25**



**CLASSIFICATION SPECIFICATION**  
**CITY OF CANFIELD (UPDATED 3/25)**  
 AN EQUAL OPPORTUNITY EMPLOYER



## Class Title: PUBLIC SAFETY DISPATCHER

### REQUIRED QUALIFICATIONS FOR EXAMINATION/APPOINTMENT

- Must be at least 18 years of age
- High School Graduate
- Must have sufficient manual dexterity to operate a computer terminal and typewriter
- Must speak with clear diction and write legibly
- Must speak, read, and write the English language.
- Hearing must be within normal or corrected to normal limits as determined in the general physical exam

**NOTE: Prior to appointment, all candidates must:**

- Pass a standard general physical, eye exam
- Pass a psychological exam
- Pass a drug screen
- Pass a Computerized Voice Stress Analysis (C.V.S.A.)
- Successfully complete a thorough background investigation
- Probationary period will be twelve (12) months
- Other qualifications as may be deemed necessary by the Chief of Police or City Manager.

### JOB DESCRIPTION

#### (FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)

Under the general supervision of the Chief of Police, the Dispatcher Supervisor and/or superior officers, undertakes a variety of routine and assigned tasks designed to assist in accomplishing this agency's mission. These tasks include, but are not limited to: receiving and answering incoming telephone calls for the Police Department, Fire Department, Public Works Department and other city departments as necessary; operates radio console and peripheral electronic equipment to relay routine and emergency information to appropriate individuals and agencies; performs a variety of record keeping and clerical tasks; and, other related duties as required.

### MAJOR RESPONSIBILITIES

Major responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line the agency's mission, goals, and objectives.

### MAJOR DUTIES

Major duties involve taking calls for service and dispatching appropriate personnel and equipment; providing medical pre-arrival instructions to medical victims, per established protocol; operates computer terminal to verify and record vehicle, criminal, and personal information. Monitors alarms systems and security areas. Maintains logs or records of all calls, incidents, receptions and transmissions; prepares and files required reports; receives bonds and other fees; acts as receptionist to general public; performs general clerical functions. Must also be able to provide credible testimony in court and perform other duties as required. When not handling calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position.

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#### **WORK CONDITIONS**

Work conditions vary by shift. The majority of tasks are performed inside while working in a dispatch center. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Mental alertness is very important because of the need to make very fine discriminations and decisions based on information obtained from persons often in distressful situations. Mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of readiness that will enable them to handle emergency situations.

# CITY OF CANFIELD APPLICATION

Updated: 7/12/24

<b>Application for Employment</b>		Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job-related medical condition or handicap.	
Application Date:		Referred by:	
Positions(s) Applied For: (you may check more than one)		<input type="checkbox"/> City Position _____ <input type="checkbox"/> Full Time Police Officer <input type="checkbox"/> Part Time Police Officer <input type="checkbox"/> Auxiliary Police Officer <input type="checkbox"/> Full Time Dispatcher <input type="checkbox"/> Part Time Dispatcher <input type="checkbox"/> Other (write in title) _____	
<b>Personal Information</b>	Social Security #: _____-_____-_____	Do you have a valid drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No.	
	U.S. Citizen <input type="checkbox"/> yes <input type="checkbox"/> no	Drivers License: State: _____ Number: _____	
NAME (Last, First, Middle)		Area Code & Phone Number	
CURRENT ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
Cell. Phone Number:	E Mail Address:	Other Number:	
<b>Education High School</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Diploma Received <input type="checkbox"/> G.E.D. Received Date Received:
	GPA	Course of Study	Awards/Honors/Offices
Attendance Record		Favorite Class	
<b>Education Undergraduate</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors Degree Date Received:
	GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Graduate</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Masters Degree Date Received:
	GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Other/Academy</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Completion Date Received:
	GPA	Course of Study	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Military Information</b>	Branch	From:	To
	Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge
Nature of Duties:			
Awards/Honors:			

# Employment Information

List **ALL** current and previous employment starting with your present position, then the position before that, and so forth. Use additional forms if needed.

<b>#1:</b> From:                      To	Company Name	Position / Title Held
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LOCATION (Street, City, State, Zip Code)	Immediate Supervisor
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Other Supervisor:	Other Supervisor:	Bus. Phone:
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Responsibilities:

What did you like most about your job?

What did you least enjoy?

Reasons for leaving:

Compensation:

Attendance Record:

Permission to contact for background check?  Yes  No **Signature:**

<b>#2:</b> From:                      To	Company Name	Position / Title Held
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LOCATION (Street, City, State, Zip Code)	Immediate Supervisor
--	----------------------

Other Supervisor:	Other Supervisor:	Bus. Phone:
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Responsibilities:

What did you like most about your job?

What did you least enjoy?

Reasons for leaving:

Compensation:

Attendance Record:

Permission to contact for background check?  Yes  No **Signature:**

<b>#3:</b> From:                      To	Company Name	Position / Title Held
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LOCATION (Street, City, State, Zip Code)	Immediate Supervisor
--	----------------------

Other Supervisor:	Other Supervisor:	Bus. Phone:
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Responsibilities:

What did you like most about your job?

What did you least enjoy?

Reasons for leaving:

Compensation:

Attendance Record:

Permission to contact for background check?  Yes  No **Signature:**

<b>#4:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			
<b>#5:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			
<b>#6:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

<b>#7:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

<b>#8:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

<p><b>Other Employment?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No.</b> If “Yes,” please list all other employment on a separate sheet of paper and attach to this form. Applicant hereby certifies that all employment is hereby accounted for on this application, and further understands that failure to disclose any previous employment is grounds for termination in the event that applicant is hired with this agency.</p> <p><b>Signature:</b></p>
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<b>Job Related Questions / Plans / Goals</b>	<b>Applicant's Name: (print)</b>
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List any relevant certifications you have attained:

What special skills, experiences or qualifications, related to the position(s) applied for, do you possess?

List all job applications you currently have filed. Note status of employment opportunities for each application:

What are your available hours and days to train and work at this agency?

What are your long-term goals for employment?

Do you have any prior Domestic Violence arrests and/or convictions?  Yes  No. If "Yes," please explain.

Applicant hereby certifies that ALL criminal history (regardless of convictions) is hereby accounted for on this application, and further understands that failure to disclose any previous or pending criminal history is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield P.D. to conduct a criminal record check through all available sources.

**Signature:**

Do you have any driving record?  Yes  No. If "Yes," please explain.

Do you have any prior Driving Under the Influence arrests and/or convictions?  Yes  No. If "Yes," please explain.

Applicant hereby certifies that ALL driving record history within the past fifteen years is hereby accounted for on this application, and further understands that failure to disclose any previous or pending driving record is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield P.D. to conduct a license records check through all available sources.

**Signature:**

Are you computer literate?  Yes  No.

What programs are you familiar with? And to what extent?

Can you type?  Yes  No.

I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal and/or termination from the civil service list.

**Date:**

**Signature:**

**Applicant may attach a current resume and copies of applicable certifications with this application.**



**CITY OF CANFIELD  
WAIVER OF CONFIDENTIAL RECORDS**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

Address:

Street

City

State

Zip Code

To Whom It May Concern: I am an applicant for a position with the City of Canfield, Ohio. The city needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Canfield Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Canfield Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Canfield to consider in determining my suitability for employment. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Canfield Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

**Initial:** \_\_\_\_\_

For and in consideration of the City of Canfield's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Canfield. I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the Canfield Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the City of Canfield.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

**The following information must be completed in the presence of a certified Notary Public:**

\_\_\_\_\_, having been duly sworn under oath states that this is his/her  
Name of Applicant/ Affiant

lawful affidavit and request for release of records.

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**SEAL MUST BE AFFIXED**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Printed Address of Notary

**(Out of state notary must submit Certificate)**