



# Be inspired.

The **City of New Albany** is establishing an eligibility list, through the National Testing Network, for candidates interested in a career in communications as a **Police Dispatcher**.

New Albany covers twelve square miles in the northeastern quadrant of Franklin County in central Ohio. Nestled in a pristine country setting, its residents and business partners are only fifteen miles from downtown Columbus, Ohio's capitol city. The city operates under a Mayor-Council-Manager form of government, combining the professional management of an appointed city manager with the leadership of elected officials. New Albany combines a sophisticated approach to sustainable development with a friendly atmosphere where our 70 city employees understand the importance of being personally engaged with our residents and business partners.

New Albany Dispatchers receive and dispatch all police emergency calls for the city, monitors emergency service radios and alarms, receives calls for city service during non-business hours, maintains non-emergency contacts for public assistance and stay in continuous communication with police officers. (A complete position description may be found on the city's website at [www.newalbanyohio.org](http://www.newalbanyohio.org).)

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Additionally, the incumbent must be able to obtain and maintain an Ohio Law Enforcement Automated Data System (L.E.A.D.S.) certification as well as an Ohio Computerized Criminal History (CCH) certification. Other requirements include a valid Ohio Driver's License and the ability to maintain insurability under the city's vehicle insurance policy. The incumbent must be able to successfully pass a background check according to the city's established criteria.

Eligible candidates need to register on-line at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), take a written test; and, complete the online Ergometrics personal history questionnaire at that time. Eligible candidates who have successfully completed Ergometrics testing through the National Testing Network within the previous six (6) months and who have named the City of New Albany as a reporting agency will be considered.

As outlined above, to begin these initial steps of the city's selection process, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) and sign up for City of New Albany. Upon completion of the written test, all candidate scores will be forwarded to the City of New Albany. The City of New Albany will contact eligible candidates on the list to participate in other stages of the city's selection process. Other stages of the selection process include but are not limited to completion of a full application, a background investigation and interview(s) with police department command staff and city administration.

The 2016 hourly rate range for the position of Police Dispatcher is \$21.63 to \$26.44. Additionally, the city offers a comprehensive benefit package for full-time employees.

The email address and contact for questions is: [hr@newalbanyohio.org](mailto:hr@newalbanyohio.org). Additional information regarding the City of New Albany and the Police Dispatcher position opportunity, including complete position description, may be found on the city's website at [www.newalbanyohio.org](http://www.newalbanyohio.org). Information may also be found at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).