

CIVIL SERVICE POSITION AVAILABLE  
(CITY OF HILLIARD)

POSITIONS AVAILABLE: Communications Technician (Dispatcher)  
1-fulltime position

PAY SCALE: \$15.62 per hour

REQUIREMENTS: Must have a High School Diploma or equivalent.  
Must be able to type a minimum of 35 WPM.  
Must have good verbal skills to transmit information clearly, concisely and accurately.  
Must have ability to make rapid judgments under emergency conditions  
Must have ability to deal with people tactfully and courteously and with people who may be excited or under stress.

\*\*\* PERSONS NOT MEETING THE REQUIREMENTS NEED NOT APPLY \*\*\*

APPLICATIONS FOR POSITION AVAILABLE AT:  
HILLIARD MUNICIPAL BUILDING (LOBBY)  
3800 Municipal Way  
Hilliard, Ohio 43026  
Wednesday through Friday, March 25, 2009 through March 27, 2009  
And Monday through Friday, March 30, 2009 through April 3, 2009  
Between the hours of 8:00 a.m. – 5:00 p.m.  
OR DOWNLOAD AN APPLICATION: [www.cityofhilliard.com](http://www.cityofhilliard.com)

All questions should be directed to the Hilliard Civil Service Commission at 614-876-7361 ext. 770  
voice mail box – calls will be returned promptly.

DEADLINE FOR RETURN OF APPLICATIONS:  
MUST BE MAILED TO: Hilliard Civil Service Commission  
Attn: Civil Service Secretary  
P.O. Box 352  
Hilliard, Ohio 43026

MUST BE POSTMARKED BY: APRIL 4, 2009, (Applications received with a date of April 5<sup>th</sup> or later  
will be rejected and returned back to the sender)

In order for the Application for Employment Examination to be accepted, a \$20.00 non-refundable fee must accompany your application. Checks or Money Orders must be MADE PAYABLE TO: City of Hilliard

EXAMINATION WILL BE GIVEN:  
Saturday, April 18, 2009 at 9:30 a.m. (sign in begins at 9 a.m.)  
At The Hilliard Senior Center, 3800 Veterans Memorial Drive, Hilliard, Ohio 43026  
A PHOTO I.D. WILL BE REQUIRED AT TIME OF CHECK-IN  
HAND HELD CALCULATORS ARE PERMITTED AND MY BE USED  
CELL PHONES ARE NOT PERMITTED AT TEST SITE  
NO FURTHER NOTICE WILL BE GIVEN OF THE EXAM  
The City Of Hilliard is an equal opportunity employer