

VILLAGE OF CHATHAM, ILLINOIS

---

ORDINANCE NO. 01 - 02

AN ORDINANCE IN REFERENCE TO EMPLOYEE SALARIES

---

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF  
CHATHAM, ILLINOIS THIS 9<sup>th</sup> DAY OF JANUARY, 2001

---

Published in pamphlet form by the authority of the President and  
Board of Trustees of the Village of Chatham, Sangamon County,  
Illinois, this 9<sup>th</sup> day of January 2001.

ORDINANCE 01 - 02

AN ORDINANCE IN REFERENCE TO VILLAGE EMPLOYMENT

**WHEREAS**, the Police Department posted the position of Dispatcher on the department bulletin board and advertised the position in the Chatham Clarion; and

**WHEREAS**, the Police Department conducted interviews of potential candidates and is recommending the appointment of Patricia A. Brown, who has twenty years experience as a Dispatcher, is LEADS certified, and has experience with department software, as the preferred candidate.

**WHEREAS**, a current employee, Dianna M. Ollis, has given her letter of resignation with a effective date of January 11, 2001.

**BE IT ORDAINED**, by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

**SECTION 1:** Patricia A. Brown shall be employed as a Dispatcher on a full time basis to be paid \$9.733 per hour distributed from the Electric, General and Water funds.

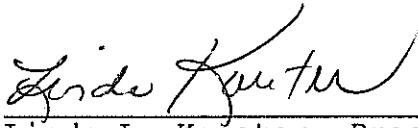
**SECTION 2:** This Ordinance shall be in full force and effect upon passage and approval.

**ADOPTED** this 9<sup>th</sup> day of January, A.D., 2001 pursuant to a roll call vote as follows:

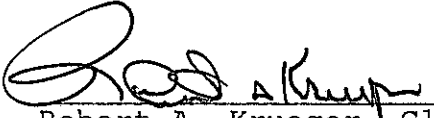
Ayes: 5  
Nayes: 0  
Absent: Boyle

**PASSED AND APPROVED** this 9<sup>th</sup> day of January, A.D., 2001.

**PUBLISHED** in pamphlet form this 9<sup>th</sup> day of January, A.D., 2001.

  
Linda L. Koester, President  
Village of Chatham

ATTEST:

  
Robert A. Krueger, Clerk

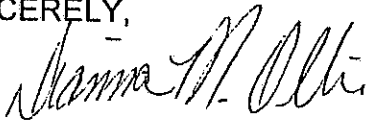
TO: SGT JIM DODSON

FROM: DIANNA M. OLLIS

DATE: DECEMBER 15, 2000

AT THIS TIME, I WISH TO GIVE MY RESIGNATION. MY FINAL DATE OF EMPLOYMENT WILL BE JANUARY 11, 2001.

SINCERELY,

A handwritten signature in cursive script, appearing to read "Dianna M. Ollis".

DIANNA M. OLLIS

# Application For Employment

VILLAGE OF CHATHAM  
116 E. Mulberry  
Chatham, IL 62629

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For <u>DISPATCH</u>	Date of Application <u>09/07/2000</u>
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name <u>BROWN</u>	First Name <u>PATRICIA</u>	Middle Name <u>A</u>
Address <u>3101 TWIN LAKES #1</u>	City <u>SPRINGFIELD</u>	State <u>IL</u>
Number <u>7264</u>	Street <u>#1</u>	Zip Code <u>62707</u>
Telephone Number(s) <u>217-789-7264</u>	Social Security Number <u>356   38   8958</u>	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? OCTOBER

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

Patricia A. Brown  
3101 Twin Lake Drive  
Apt. 1  
Springfield, IL 62707  
Home Phone 217-789-7264

## POSITION APPLIED FOR

Any Position

## QUALIFICATIONS

20 yrs. Telecommunication experience.

12 yrs. 911 experience. I worked the 1st shift of 911 in Sangamon Co.

4yrs. Supervisory including time keeping & payroll.

12yrs. CAD

Leads Certified May of 1999

EMD Certified June of 1999

5 yrs. . Credit Bureau Of Springfield. Organized NJS checks and file.  
Mail Complaints-Hunt down last paperwork.

## WORK HISTORY

1977-1979 Meyer Brother's White Oak Dr. Spfld, IL  
Assistant Manager-Customer Service and Layaway Department.  
Left after take over by Bergner's

1979-1980 AA Answering Service  
Worked Doctor Board and Ambulance's taking emergency calls

and paging Doctors. Dispatching Ambulance's to all emergency calls.

1980-2000 Sangamon County Sheriff Department  
Telecommunications

Answering Police and 911 emergency calls. Dispatching Sangamon County Deputy's and 15 outside Police Departments. Dispatching Fire and emergency Squads to all 15 outside Agencies. Entering Warrants, Order of Protections, & Stolen Vehicles. All entries must be entered with complete accuracy file and maintain over 4000 files of confidential material, also did time keeping and scheduling.

1983-1985 Dispatch Supervisor.

Resigned position to spend time with the family. Was given Title of Senior Supervisor in charge of training until 1992, I transferred per request to 11-7 shift.

1997-1998 Sangamon County Dispatch, Springfield Dispatch and Springfield Fire Department Dispatch Consolidated into Sangamon County Central Dispatch Service. SCCUDS.

1995-2000 Credit Bureau of Springfield

Legal Department

In charge of Mailing Complaints of overdue accounts and NSF checks, to Clients. Entering all the returned complaints into the computer and filing complaints into proper collector files. Opening and distributing all incoming mail. I reorganized the NSF Files- filing over 3000 checks, and for the last 5 years kept file updated.

## REFERENCES

Rickard Estill (217) 789-1945  
2203 Grandview

Dan Ryan (217) 241-3829  
1410 S. Postfield

David Smith (217) 546-2419  
Williamsville

## WHY SHOULD YOU HIRE ME

I'm very thorough and work conscious. I am accustomed to working 12-16 hour work days. I enjoy working and being useful. I have no immediate family obligations. Both my daughters Joelle and Jennifer are married. Joelle my oldest daughter and her husband and 2 of my grandchildren are in Misawa Japan, he is in the Air Force, my youngest daughter Jennifer is married to a retired City Officer and lives in Springfield with my third grandchild.