

## DISPATCHER

### JOB SUMMARY

Communications work involving the receipt and transmission of information and the performance of related recording tasks in the Law Enforcement Center. After an initial training period, employees will work with considerable independence, subject to special instructions or orders to meet special operating circumstances or emergencies. Work is reviewed through the adequacy of services, examination of records, and inspections

### ACCOUNTABILITES

Works under the general supervision of the Dispatch Supervisor and Sheriff.

### ESSENTIAL FUNCTIONS

- Receives and transmits requests for law enforcement and medical emergency services and dispatches by radio all appropriate units.
- Maintains radio contact with other law enforcement and emergency agencies
- Tests equipment to insure proper working order
- Operates civil defense communication networks
- Operates a teletype terminal to exchange information with other law enforcement agencies and to assist officers in the field
- Must work well in high pressured situations

### ADDITIONAL RESPONSIBILITIES

- Completes initial complaint reports
- Maintains a daily log of radio and telephone calls
- Assists in booking, photographing and fingerprinting prisoners
- Relays pertinent information to subsequent shift
- Provide a variety of information to calls and department visitors; serves as receptionist for the department
- Performs other work as required

### DESIREABLE QUALIFICATIONS

High school diploma or equivalent with one year work related experience.

### KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the street and highway system and geography of the county, or the ability to acquire such knowledge in a reasonable period of time.
- Ability to learn and strictly observe established procedures, rules, and regulations relevant to law enforcement communications
- Ability to develop skill and speed in the operation of telephone, radio, and teletype equipment.
- Ability to think clearly and act quickly in emergency situations.
- Ability to keep records and to operate a typewriter at a working rate of speed.
- Ability to speak clearly in a well-modulated voice and to deal with the public, officials, and other employees in an acceptable manner.