

POLICE DISPATCHER/E-911 OPERATOR

GENERAL STATEMENT OF DUTIES: To take calls for assistance and dispatch police, fire and rescue units. To monitor City radio networks to receive, relay and transmit messages. To conduct record checks, maintain radio logs and perform other clerical duties.

SUPERVISION RECEIVED: Work is performed under the immediate supervision of the shift commander.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples DO NOT INCLUDE ALL of the tasks which the employee may be expected to perform.)

Receive incoming calls for assistance, obtain essential information including type of emergency and location, and dispatch police, fire or rescue units.

Monitor City radio networks to receive, relay and transmit messages.

Perform LEIN and CLEMIS checks at the request of on-scene police officers or other authorized personnel concerning driving and criminal records, wants or warrants, and vehicle registration information.

Maintain a log of radio and telephone communications including date, time and paraphrased context of messages.

Maintain a control system of warrants and enter or cancel them from the LEIN system as needed.

Process various forms and reports unique to the Police Department, such as incident and arrest records.

Type forms, department communications and reports.

Maintain department files.

Search prisoners after proper training. Accompany officer transporting prisoner to various locations.

Perform other clerical duties as assigned.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Ability to write legibly.

Ability to type from plain copy at the rate of approximately forty (40) net words per minute.

Ability to communicate clearly, verbally and in writing.

An employee in this class, upon appointment, shall have the equivalent of the following training and experience:

One year (30 semester hours) college.

One year communications or clerical experience.