



Inputs data to standard office and department forms, both manual and automated; makes simple postings to various reports; compiles and tabulates data.

Maintains dispatch documents and records; prepares case reports.

#### PERIPHERAL DUTIES

Monitors individuals in holding cells for proper conduct, safety, and medical or other needs.

Assists in training new employees.

Serves as a member of various employee committees.

Monitors emergency warning systems.

Performs other duties as assigned by the Police Chief or Communications Manager.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting or bookkeeping, and (B) prefer bilingual in English and Spanish.

##### Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Some skill in operation of the listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

#### SPECIAL REQUIREMENTS

(A) Ability to meet all Board on Public Safety Standards and Training (BPSST) standards for a telecommunicator; (B) ability to obtain B.P.S.S.T. Certification as a Telecommunicator within one (1) year; (C) Emergency Medical Dispatcher certification within one (1) year.

#### TOOLS AND EQUIPMENT USED

Communications switchboard, including computer-aided systems; personal computer including word processing software; recording machine; computer terminal; copy machine; fax machine; radio.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background investigation; drug screen; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:   
Police Chief

Approval:   
City Manager

Effective Date: January 10, 1995      Revision History:

policedispatcher.wpd