

GENERAL DESCRIPTION:

The purpose of this position is to receive incoming emergency and non-emergency calls, and dispatch calls for law enforcement, fire, EMS, and other personnel and services in an accurate, timely, and professional manner.

ESSENTIAL JOB DUTIES:

- Answer incoming calls.
 - Conduct computer aided dispatch work.
 - Monitor and respond to radio traffic.
 - Track location of field units.
 - Provide information to callers.
 - Transmit and receive information regarding NCIC.
 - Monitor weather, radio, and alerts.
 - Initiate calls to persons at the request of officers.
 - Attend training sessions, workshops, and meetings. • Remain on call 24/7.
 - Maintain equipment.
 - Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.
- Additional duties include: N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires performing skilled work involving rules/ systems with almost constant problem solving. Requires manuals and maps to solve practical problems, filling out forms, filing entering information into cad. Requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure. Requires staying calm during stressful emergency situations.

EDUCATION AND EXPERIENCE:

The educational requirement for this position is:
Completion of high school/GED.
Education may not be substituted for experience.
Related-experience required: 1 year.
Experience may be substituted for education.
Must be able to type 35 words per minute.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications required for this position include: N/A

Certifications, licenses, professional designations, or other qualifications preferred for this position include: N/A

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

The physical activities required for this position involve:

Standing: some of the time; walking: some of the time; sitting: most of the time; using hands: all of the time; reaching with hands and arms: some of the time; climbing or balancing: some of the time; stooping, kneeling, crouching, or crawling: some of the time; talking or hearing: all of the time; and, tasting or smelling: none of the time.

This position requires lifting:

Up to 10 pounds: under 1/3 of the time; up to 25 pounds: under 1/3 of the time; up to 50 pounds: under 1/3 of the time; up to 100 pounds: under 1/3 of the time; and, more than 100 pounds: under 1/3 of the time.

Vision Requirements:

This position has the following special vision requirements:

Close vision (clear vision at 20 inches or less)

Distance vision (clear vision at 20 feet or more)

Color vision (ability to identify and distinguish colors)

Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships) Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

→ Indoor environment

→ Noise